

Work-Study Office

From: Northwestern Work Study <nuworkstudy@northwestern.edu>
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To: Work-Study Office
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Northwestern

FEDERAL WORK-STUDY

Fall 2025

Hello FWS Employers and Department Administrators,

Welcome back to a new year of student employment! We know managing job postings, payroll, and funding can feel like a lot at the start of the quarter, so we've pulled together key updates and reminders to help you and your student employees get off to a smooth start!



Important Dates

- **9/14/2025** – First day students may earn FWS wages (*The myHR Temp Funding panel should be [updated](#) to reflect department wages if the student will work before this date.*) on the normal [bi-weekly payroll calendar](#).
- **9/16/2025** – First day of Fall Quarter classes
- **12/12/2025** - Last day of Fall Quarter - graduating students must cease work on/before this date!
- **12/13/2025 - 1/4/2026** - Student Winter Break (*work allowed during school breaks*)
- **3/21/2026 - 3/30/2026** - Student Spring Break (*work allowed during school breaks*)
- **4/13/2026 – 4/17/2026** – National Student Employment Week
- **6/13** – Last day of 2025-26 FWS wages (***no summer FWS funding!***)



Notes and Reminders

- New to FWS or need a refresher? Check out the [FWS Employer Quick Guide!](#)
- **Wage Information:** [Suggested limits and minimum wage requirements](#)
 - Review steps for myHR [salary adjustments!](#)
- Student FWS eligibility may change annually based on **financial need** or during the year based on **enrollment** (including participation in co-op programs, study abroad, or other off-campus programs), receipt of **outside scholarships**, or other **financial aid adjustments**.
- Student missing their financial aid notice? Students should contact **undergradaid@u.northwestern.edu**.
- **FWS wage earnings are federally prohibited when students study abroad** (even in designated remote positions)! Contact HR for additional details if your student will work while abroad.
- Identify your area's **business administrator who can submit employment record requests**. This person will have the necessary myHR Administrator access to process these requests on your behalf.
 - *If your area does not have such a person, you may work with the [askHR Service Center](#) to address your needs.*
- Keep **written job descriptions**. If you vacate your position, this will help your department pick up where you left off managing the student.
- Establish evaluation procedures to provide student feedback on their performance.

HR Updates: What You Need to Know

1. Official Job Titles

Student [job titles](#) have gotten a glam-up! Now, all students, regardless FWS wage-earning status, can be assigned a **job title that more accurately corresponds with their job responsibilities**.

2. FWS Funding Setup in myHR

Employers are responsible for ensuring their student is paid correctly! To ensure your student is paid FWS wages this academic year,

1. Navigate to **myHR > [Temp Funding Panel](#)** (Administrator access required)
2. Review existing funding rows and chartstring information.
3. If the last row of funding is not on an FWS [account code](#), add a **Stop Date**. Then, [add a new row](#) with your chartstring and update with an FWS account code. (💡 *Even though myHR will show "100%" funding, your department only pays **25% of wages** when 60122 is used.*)

Who Does What

FWS	askHR	Employer/Department	Payroll
nuworkstudy@northwestern.edu	askHR@northwestern.edu	askHR@northwestern.edu	
Maintains <i>(in collaboration with NCA & SAIT)</i> the NU Student Job Board.	askHR assists with reviewing identity documents for I-9 Section 2.	Submits hiring requests to HR.	HR Systems create timecard records upon employment record activation.
Administers FWS program and oversees and communicates program compliance, some of which may overlap with functions of the other units noted in this table such as payroll.	HR Operations processes employment requests and creates employment records. Helps with myHR employment record maintenance.	Maintains temp employment record maintenance in myHR (wage updates, position transfers, salary account updates at start and end of academic year, etc.)	Enforces timekeeping policies and maintains the timekeeping system.
Monitors students' academic year FWS eligibility and earnings. Transfers students to regular wages when their earnings limits are exhausted.	HR Operations, HR Compensation, and HR Business Partners enforce employment requirements, policies, and laws.	Proofs timecards for accuracy, approves timecards, and submits timecard amendments to Payroll.	Processes payroll and issues paychecks/direct deposits.



Best Practices

- **Verify FWS eligibility:** Students can confirm their eligibility in CAESAR > Financial Aid > View Financial Aid [year].
- **Procedure before employment:** Familiarize yourself with [employment requirements](#).
- **Returning employee?:** Confirm the student has an active employment record in myHR (*myHR Manage Job panel*) -- If not, submit an HR [OnBase](#) temp hire/rehire request.
- **Check supervisors/approvers:** Recycled employment records sometimes carry old data. [Update the supervisor/timecard approver](#) as needed.

- **Terminate inactive records:** Students no longer working should be [terminated](#) in myHR.
 - **Timekeeping:** Per HR and FWS federal regulations, student timecards must be [reviewed and approved](#) in [Workforce](#) by a designated Time Card Approver every two weeks.
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Why Hire FWS Students?

- **Departments only pay 25% of wages! (Automatically deducted each pay period.)**
 - No FICA tax = more take-home pay for students!
 - Flexible, meaningful campus-based jobs support student success among financial aid populations
 - ***FWS is a need-based wage program that won't impact a student's financial aid offered in subsequent years, unlike wages paid 100% from department funding.***
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Frequently Asked Questions

Can students have multiple positions?

👉 **Yes.** Students may hold more than one position at Northwestern. However, they should **not exceed 20 hours per week in total across all jobs** during the academic year.

I want to rehire my student from last year. What do I need to do?

👉 If the employment record is still active in myHR, review the job title, salary, and wage funding account. Update in myHR as needed.

👉 If the employment record was terminated, you will need to submit a rehire request to HR.

Review additional questions and answers on our [Employer FAQ webpage!](#)



Quick Resources

FWS Employer Quick Guide - [Get your guide!](#)

Managing Temporary Employees Guide – [View here](#)

FWS Program- Learn about the program and why it matters: undergradaid.northwestern.edu/work-study

NU Student Employment - Find information on all student employment topics and post your job opportunity: northwestern.edu/student-employment

askHR - The one-stop-shop for all your HR and Payroll questions: hr.northwestern.edu/about/askhr/

Questions? Contact:

nuworkstudy@northwestern.edu

askHR@northwestern.edu

Thank you for supporting student employment at Northwestern. Your partnership makes a big difference in providing meaningful work opportunities for our students!

Thank you,

-The FWS Team

Northwestern
FEDERAL WORK-STUDY

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You are receiving this newsletter because you either subscribed or were identified in myHR records as supervising a student employee currently or previously paid FWS wages. If you would like to unsubscribe from this list, please click [here](#).
