

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

FEDERAL WORK-STUDY

Winter 2026

Hello FWS Employers and Department Administrators,

As we begin Winter Quarter 2026 we want to share a few timely reminders and updates to help you and your student employees stay on track with Federal Work Study (FWS) wages and payroll. Many of these items become especially important during the winter quarter as students' schedules, funding, and eligibility can change.

Also, there are many students interested in starting work this quarter. If you have a need, consider [posting](#) your position to [NU Student Job Board](#)! **Students hired with FWS wages receive 75% of their wages from federal funding** while your department only contributes 25%!



Important Dates

- **1/4/2026** – First date of pay period after winter recess. See: [bi-weekly payroll calendar](#)
- **1/5/2026** – First day of Winter Quarter classes
- **3/21/2026 - 3/30/2026** - Student Spring Break (*work allowed during school breaks*).
- **4/13/2026 – 4/17/2026** – National Student Employment Week - Nominations opening soon!
- **6/13** – Last day of 2025-26 FWS wages (*no summer FWS funding available*)



FWS Eligibility: What to Watch for This Quarter

Student FWS eligibility can change during the year for different reasons:

- Enrollment changes
- Study abroad or co-op participation
- New scholarships or financial aid adjustments

Students are automatically notified by email by their financial aid office if a change has affected their FWS.

Please note:

- Students may not earn FWS wages while studying abroad **even in remote positions.**

Students can confirm their eligibility in **CAESAR > Financial Aid > View Financial Aid [2026]**. If a student has questions about their award notice, they should contact undergradaid@u.northwestern.edu.



Funding & Earnings Checks

Now is a good time to:

- Review your student's **Temp Funding Panel** in [myHR](#)--Confirm the correct account code is applied to the current line item (60122 for FWS!)
- Monitor student earnings and timecard to avoid unexpected transfers to department funding!

If a student exhausts their FWS earnings eligibility, the Work-Study Program will transfer wages to department funding. If the department cannot afford to pay the student without the FWS wage subsidy, they should [terminate](#) the student.

Students may regain eligibility the following year based on their FAFSA information.



Planning Ahead: Spring Quarter

National Student Employment Week: April 13–17, 2026

- Consider nominating your student employees for this annual award! Nominations will open later in January.
- Create professional development opportunities and feedback loops for your student employee.

Review their employment records and schedules now and make adjustments where needed. If it is possible the student may exhaust their FWS earnings limit, you should discuss how your department will manage their transition to department funding or changes to schedule.

HR Updates

Student [Job Titles](#):

- Now, all students, regardless FWS wage-earning status, can be assigned a **job title that more accurately corresponds with their job responsibilities**.

Wage 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.*)

❓ Frequently Asked Questions

1. 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 as doing so will quickly exhaust their FWS eligibility.

2. Can I pay students for research positions?

 If the role is normally paid (or the responsibilities merit pay) and openly posted, **yes!**

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

Quick Resources

- [FWS Employer Quick Guide](#)
- [Managing Temporary Employees Guide](#)
- askHR Service Center: askHR@northwestern.edu
- Work-Study Office: nuworkstudy@northwestern.edu

Thank you for your continued partnership in supporting student employment at Northwestern. Your work makes a meaningful difference for our students.

We'll be back next quarter with information to get you to the spring quarter finish line. But if anything comes up until then, please do not hesitate to [contact us!](#)

-The FWS Team

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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](#).
