

## Federal Work Study Program Information for Employers

*The Federal Work Study (FWS) Program enables a student intern to be paid an hourly rate through the School of the Art Institute of Chicago's student payroll system.*

### ELIGIBILITY

The FWS Internship Employer must be a not-for-profit, tax-exempt organization. A copy of the IRS letter, attesting to the organization's not-for-profit status under section 501(c)(3) of the Internal Revenue Code, and a tax identification number must be provided to the Career and Professional Experience office (CAPX).

### HOW IT WORKS

Federal Work Study (FWS) is a matching program in which the School of the Art Institute of Chicago (SAIC) and FWS Eligible Internship Employers share in providing students an hourly rate. Employers are responsible for 25% of a student's earnings, while SAIC's Federal/Institutional Work Study subsidizes the remaining 75%. In addition to the 25% match, Internship Employers are also responsible for a 25% match of FICA. FICA is 7.65% of the total amount paid to the student.

The hourly rate is pre-set at **\$11.00/hour** for undergraduates and **\$11.50/hour** for graduate students. Internship students are paid through the SAIC's student payroll system. Students will be authorized to work between 150-210 hours for a 3-credit internship. (In some cases a student may be authorized to work 105 hours for a 1.5 credits).

### FWS EMPLOYER RESPONSIBILITIES

#### Authorization Form

The student is given a Student Employment Authorization Form, which employers are required to sign. This gives the employer the authority to sign the student's biweekly timesheets during the semester. Students are authorized to work within the set beginning and ending dates of a semester, as noted on the Student Employment Authorization Form. Students cannot be paid until this form is completed and returned to the CAPX office.

*Note:* FWS Internship Employers are invoiced for **100% of all hours interns work over the authorized amount**

#### Acknowledgement

After the Authorization Form is signed and returned to CAPX, FWS employers will receive an acknowledgment via email that states the beginning and ending dates of the internship, the number of hours the student has been authorized to work, and the total wages that will be paid. A signed copy of the Acknowledgement must be returned to CAPX.

#### Time Sheets

Internship students enter the number of hours they work each day into SAIC's Payroll System. Students are also required to print a paper copy of their biweekly time sheet for their supervisor to sign. Remember that wages paid over the authorized amount are invoiced at 100%.

#### Invoice

One month after the last day of the semester, the internship employer will receive an invoice from the SAIC billing for 25% of the student's authorized earnings, FICA, and 100% of any hours paid to the student over the authorized amount.

### WORKING WITH INTERNATIONAL STUDENTS

International students with a F-1 Visa who have accepted an internship need to complete the Curricular Practical Training (CPT) form with CAPX before they can begin working. This process takes up to 5 business days to process. Students with a F-1 Visa cannot work more than 20 hours per week during the Fall or Spring semesters and up to 40 hours per week during a Summer semester.

International students who do not have a Social Security number will need to apply. CAPX can assist students with this application process. Students cannot start work until they have applied for a Social Security number and bring the receipt back to SAIC and submit to the student payroll department.