

Work-Study Referral Form Processes

Graduate School of Design

Also known as FWSP or "Work-Study", the Federal Work-Study Program is an employment program for some, but not all, financial aid recipients. Work-Study eligibility is noted in financial aid award letters as "Federal Work-Study." Students on work-study are full time students, U.S. citizens or permanent residents, who qualify for federal financial aid based on the FAFSA (Free Application for Federal Student Aid) and other financial aid application information. <http://seo.harvard.edu/on-campus-fwsp>

Off-Campus Work-Study

- If you have received an off-campus work-study job, go directly to the Student Employment website to complete the referral form specific to off-campus jobs (<http://seo.harvard.edu/register-your-fwsp-job>).

On-Campus Work-Study

Once you have found a job and wish to use work-study, you must complete the on-line work-study referral form. (Please see the "questions" section if you wish to specify how much of your work-study allotment you wish to apply to a specific job.)

How to Complete the On-Line Referral Form:

- Please see the payroll coordinator for your hiring department. The payroll coordinator will give you the information you need to complete the on-line work-study form.
- Complete the on-line referral form, filling in all the sections and submit the form electronically to the Student Employment Office - <http://seo.harvard.edu/register-your-fwsp-job>
- In 3-4 business days you will receive a confirmation from the Student Employment Office of your work-study eligibility.

Attached is a list of the payroll coordinators for the Graduate School of Design.

If you do not know your supervisor's contact information, please use the Harvard directory at <https://www.directory.harvard.edu/phonebook/>.

Questions:

- *How do I apply my work-study to multiple jobs?*
The first time you complete the on-line referral form, 100% of your earnings ceilings will default to that job. If you wish to change your ceiling or move your allotment from one job to another, you must contact the Student Employment Office at seofwsp@fas.harvard.edu or call 617-495-2585.
- *Do I have to complete an on-line referral form for each job or will one form cover all my work-study jobs?*
You must complete an on-line work-study form for each work-study job. If you wish to change your work-study allocations for jobs or you are adding a new job, you must contact the Student Employment Office at seofwsp@fas.harvard.edu or call 617-495-2585 to change your work-study allotments.
- *How do I know who the payroll coordinator is for my job?*
Your supervisor should be able to tell you who the payroll coordinator is for the department. If they cannot, please see the attached list of payroll coordinators for the GSD.

Instructions to complete on-line work-study form for A GSD Job

Before completing the on-line work-study form, please see the payroll coordinator from your hiring department for any special information or instructions.

ON-CAMPUS FWSP REFERRAL FORM - Graduate

On Campus (Students working at Harvard are paid directly by the department employing them.) All fields REQUIRED.

Student Information

First Name:

Last Name:

HUID:

School of Attendance: ← A

Harvard Email:

Job Information

Department: ← B

Job Title:

Job Description:

Period of Employment: Term Time

Job Start Date (mm/dd/yyyy): Job End Date (mm/dd/yyyy): ← C

*(Please Note: The job start & end date must be within the FWSP date range 05/19/2014 -- 08/30/2014)

Hourly Rate:

*(Please Note: The FWSP wage guidelines for graduate students is \$9.50-\$18.15. Employers willing to pay more than the FWSP maximum per hour do so on their own payroll.)

Supervisor:

Supervisor's Email:

Supervisor's Phone:

Department Information

3-Dig Tub: ← D

5 Digit Org: ← E

Payroll Administrator (if different than supervisor):

Payroll Administrator Email:

Payroll Administrator Phone:

The Student Employment Office will email you and the supervisor provided within 3-4 business days to confirm your Federal Work Study Eligibility. After you click on the submit button you will be provided with the links for additional tax information and other required documents.

March Graduates: 9/2/14-1/25/15
Academic Year: 9/2/14-5/16/15

A) Be sure to list Graduate School of Design

B) The Department name should begin with the school. Any job at the GSD should begin with GSD; so for a job in Urban Planning you would enter GSD: Department of Urban Planning.

C) Note that students cannot be paid on work study year around. If you have already been working for a number of weeks and are submitting this form late, you would want to backdate here. The safest option is for the start date to always be the start of FWSP. The end date, however, should be as accurate as possible.

D) Your Payroll Administrator/Coordinator can provide you with the 3-digit Tub and 5-digit Org so ask them first.

E) Often times the payroll administrator/coordinator is different from your supervisor. This is often true when working with a faculty member. Be sure to inquire so you can complete these fields correctly.

GSD Payroll Coordinators

Tub	Org	Department	Payroll Coordinator	Phone	Email
235	18820-18850	Academic Degree Programs/Area	Pilar Raynor Jordan	617-495-1028	pjordan1@gsd.harvard.edu
235	18900	Loeb Fellowship Program	Arin Gregorian	617-495-8865	agregorian@gsd.harvard.edu
235	18910	Career Discovery	Kelly Teixeira	617-496-8306	kteixeir@gsd.harvard.edu
235	18920	Library - LIS/Public Services/Tech Services	Joanne Choi	617-496-0904	jchoi@gsd.harvard.edu
235	18920	Library - Visual Resources	Joanne Choi	617-496-0904	jchoi@gsd.harvard.edu
235	18930-18934	Executive Education	Heather Gallagher	617-384-7214	hgallagher@gsd.harvard.edu
235	18950	Exhibitions	Christine O'Brien	617-495-7484	cobrien@gsd.harvard.edu
235	18951	Lectures	Christine O'Brien	617-495-1028	cobrien@gsd.harvard.edu
235	18952	Conferences	Christine O'Brien	617-495-1028	cobrien@gsd.harvard.edu
235	18955	Publications	Christine O'Brien	617-495-7484	cobrien@gsd.harvard.edu
235	18980	Student Svcs	Carlos Reyes	617-496-9945	creyes@gsd.harvard.edu
235	18981	Commencement	Carlos Reyes	617-496-9945	creyes@gsd.harvard.edu
235	18982	Admissions	Carlos Reyes	617-496-9945	creyes@gsd.harvard.edu
235	18984	Career Services	Anne Creamer	617-495-5296	acreamer@gsd.harvard.edu
235	18988	Registrar	Carlos Reyes	617-496-9945	creyes@gsd.harvard.edu
235	19000	Dean's Office	Pilar Raynor Jordan	617-495-1028	pjordan1@gsd.harvard.edu
235	19030	External Relations	Samantha Arsanault	617-495-4315	sarsenault@gsd.harvard.edu
235	19032	Outreach and Engagement	Samantha Arsanault	617-495-4315	sarsenault@gsd.harvard.edu
235	19035	Communications	Samantha Arsanault	617-495-4315	sarsenault@gsd.harvard.edu
235	19050	Development	Samantha Arsanault	617-495-4315	sarsenault@gsd.harvard.edu
235	19055	Real Estate Acad Initiative (REAI)	Sharon Lembo	617-495-6204	slembo@gsd.harvard.edu
235	19060	Hvd Design Magazine	Christine O'Brien	617-495-7814	cobrien@gsd.harvard.edu
235	19065	Conferences	Christine O'Brien	617-495-1028	cobrien@gsd.harvard.edu
235	19070	Building Services	Deborah Grohe	617-496-1243	dgrohe@gsd.harvard.edu
235	19074	CADCAM/Woodshop	Anna Cimini	617-496-1243	acimini@gsd.harvard.edu
235	19080	Computer Resources	Anna Cimini	617-496-6919	acimini@gsd.harvard.edu
235	19095	Research (Primary Funding Non-GSD)	Pilar Raynor Jordan	617-495-1028	pjordan1@gsd.harvard.edu
235	19095	Research (Primary Funding Non-GSD)	Jennifer de Merode	617-495-3583	demerode@gsd.harvard.edu