

**Johns Hopkins University
Student Employment Services**

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<https://studentaffairs.jhu.edu/studentemployment/>

To: All Payroll Contacts

From: FWS Coordinator, Student Financial Services
Student Employment Services

Date: March 2018

Re: Summer Federal Work-Study (Traditional)/Community Service/America Reads

****The traditional summer FWS program will not be available this summer for undergraduates****

Similar to past summers, undergraduate students may be employed in a Community Service or America Reads approved work study job only. Graduate students may be employed in a traditional federal work study job as well as Community Service and America Reads positions.

Employers, please keep in mind that all Community Service/America Reads positions must be identified and approved by the Office of Student Financial Services. For more information about Community Service/America Reads jobs, please contact the Federal Work Study Coordinator, Office of Student Financial Services (410-516-8028).

Part-time & summer student job opportunities for all Homewood based students are posted on the Student Employment Services (SES) web site @ <https://studentaffairs.jhu.edu/studentemployment/> or call (410)516-8414.

Key Dates

Academic Year 2017-2018

- The undergraduate FWS program for the 2017-2018 academic year ends **May 17, 2018**. All hours worked after that date will automatically be charged 100% to the hiring department. Please be sure that all FWS hours worked during the academic year are entered before the May 31st pay date.
- The graduate FWS program for 2017-2018 academic year ends **May 31, 2018**.

Summer 2018

- Graduate student summer FWS funding will be available from **July 1, 2018 - August 31, 2018**. Any hours worked in June will be charged 100% to the hiring department.
- Summer Community Service/America Reads funding for undergraduates will run from **May 29, 2018 to August 3, 2018**. Community Service/America Reads funds can be used to pay students for up to 37.5 hours per week during the summer. All hours over 37.5 will be charged 100% to the employing department.

Academic Year 2018-2019

- The 2018-2019 undergraduate FWS program will begin on **August 30, 2018** and will end on **May 16, 2018**.