**JAMES MADISON UNIVERSITY**

**BUDGET DEVELOPMENT PROCESS**

 **FEDERAL WORK-STUDY (FWS) REQUEST FORM**

 GENERAL PURPOSE

1. This form should be used by Educational and General units to request federal work-study funding for next year. Each unit's division head will use the completed request forms to allocate federal work-study funding to the organizational unit level for 2022-23. These allocations will be based $3,220 per position per year.
2. The university is budgeting to pay $11.00 per hour for the Fall Semester and $12.00 per hour for the Spring Semester to federal work-study students.
3. The Federal Work-Study Request Form is available on the Office of Budget Management’s website as an Excel template. The Excel template’s file name is “E&G Federal Work Study Template”. After entering all data, save the file using a unique name for each request. Repeat the process for each organizational unit. Be sure to print a hard copy after the requests are finalized. Return all saved files via email to the Budget Office general inbox (budget@jmu.edu).

 SPECIFIC INSTRUCTIONS

The section that follows details the information to be provided by each organizational unit in completing the federal work-study request form:

1. Organizational Name — Enter the name of the organizational unit requesting wages (green shaded box will turn clear when filled in).
2. Org Number — Enter the specific org number(s) for the department(s) within this unit that is/are requesting federal work-study wages (green shaded box will turn clear when filled in).
3. Brief description of duties to be performed by each worker or type of worker — Self-explanatory.
4. Requested # of positions — Enter the number of positions being requested for each org number listed (green shaded box will turn clear when filled in).
5. Total positions requested — Excel calculation that provides the total number of positions being requested.
6. The JMU FWS annual allocation is $3,220 per year per position.
7. Total FWS request — Excel calculation that provides the total cost by multiplying the total number of positions requested by $3,220.