



Office of Financial Aid & Scholarships
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FEDERAL WORK STUDY - WEEKLY HOUR CALCULATOR

It is your responsibility to ensure you do not over earn your quarterly allocation. This form is being provided to help you calculate the maximum number of hours you should work each week to balance your allocation for the whole quarter.

You or your supervisor can ask for an increase in your Federal Work Study allocation, but an increase is not guaranteed.

If you have more than one Federal Work Study job you need to take the total weekly hours you can work and split those between you jobs. Be sure and let you employer know if you have more than one job and how you will be splitting your hours.

At no time can you work more than 20 hours a week or 8 hours a day.

1) FORMULA:

Quarterly Allocation / Rate of Pay = Total hours of work for the quarter

Total Hours for the quarter / Weeks in the quarter = Hours per week you can work

2) EXAMPLE:

\$1000 quarterly allocation / \$8.00 rate of pay = 125 hours of work for the quarter

125 total hours for the quarter / 10 weeks in the quarter = 12.5 hours per week you can work

3) YOUR CALCULATION:

_____ (quarterly allocation) / _____ (rate of pay) = _____ (total hours of work for the quarter)

_____ (total hours for the quarter) / _____ (weeks in the quarter) = _____ (hours per week)