

FEDERAL WORK STUDY STUDENT HANDBOOK

A. INTRODUCTION TO THE FEDERAL WORK STUDY PROGRAM

The Federal Work Study (FWS) program provides part-time jobs to eligible financial aid students. Students must complete the financial aid process and qualify before working in any FWS position. The funding for student wages comes from the federal government and is paid monthly through the Palomar College Payroll Department. Work study earnings are a supplemental part of the financial aid package meant to meet education expenses; students are cautioned against anticipating that work study earnings will be sufficient to be the sole source of income and should budget accordingly.

The program is need based. Students must file the Free Application for Federal Student Aid (FAFSA) each year and answer Question #31 "In addition to grants, are you interested in being considered for work-study or student loans?" with a #1 or #3 response to be considered for the program. There is no guarantee that a student will receive the award or continue to receive work-study awards from one year to the next. Students should complete the application process early to be considered. FWS funds are limited.

Students who are offered FWS are notified on their Financial Aid Award Notice of the maximum amount they can earn each year. Work study funds are over awarded with the knowledge that not all students will earn the full offer so that the federal allocation is spent. There is also no guarantee that a student will be able to earn the full amount of the offer or that the award can be increased if the student earns the full amount of the

offer; the overall allocation may be spent before all students have earned their full offer.

B. HOW TO APPLY FOR A FWS JOB

STEP 1. Fill out the Free Application for Federal Student Aid (FAFSA) with the appropriate answer to Question #31.

STEP 2. Complete your financial aid file. (View your To Do List in the Financial Aid section of eServices and respond to all inquiries).

STEP 3. Receive a Financial Aid Notification e-mail offering Federal Work-Study. If your initial award offer does not contain federal work study, you may submit a written request to be placed on a wait list or submit an email to workstudy@palomar.edu on or after July 15th. The email request should come only from your Palomar student email account. Students will be offered work study from the wait list as other students decline their offer or do not find a job. Due to funding constraints, being placed on a wait list does not guarantee that you will be offered work study.

STEP 4. View the Federal Work Study Student Handbook and job openings at <http://www.palomar.edu/fa/FWS%20main.htm> or on the bulletin board adjacent to the Financial Aid front counter. Contact the supervisor listed in the job announcement and set up an interview. Prior to the interview, fill out the Student and Temporary Application found in the Hiring Forms section of the work study web page and take it with you to the interview. If the supervisor wants to hire you, it is the supervisor's responsibility to initially download and complete the Federal Work Study Student Action Form and obtain all required signatures. When that is completed (it may take several days), you will take the Application Form and the Student Action Form to the Human Resources Services Office and obtain a Request for Live Scan

(fingerprint) Form. You will be directed to the off-campus Live Scan location to be fingerprinted. The cost of the scan will be paid by the District. Once Human Resources receives and reviews the Live Scan results, they will notify the supervisor that he/she may or may not make an offer of employment. If an offer of employment is made, the supervisor and student will complete the remainder of the work study hiring paperwork from the Financial Aid website. Once you have been hired and filled out all hiring paperwork, see Mike Wulf in the Financial Aid office for completion and review of the hiring forms. You may not begin working until **all hiring paperwork**, including the Live Scan and the TB skin test, has been completed and submitted to Human Resources.

C. STUDENTS RESPONSIBILITIES

Supervisors as well as students are responsible for monitoring hours worked. It is your responsibility to keep track of the hours used to ensure they are not exceeded. Any hours worked beyond those authorized will be paid from the department account.

FWS students cannot work more than 20 hours per week, or more than 8 hours in a day. FWS students cannot work holidays or weekends unless previously approved by the FWS Financial Aid Coordinator. Hours worked at home or on days when the College is closed will not be paid by federal work study. FWS students must take a 30-minute minimum break after 6 consecutive hours. Students must be continuously enrolled at least half-time (6 units) to be eligible. If they drop to less than half time, they are no longer eligible. During periods of non-enrollment, such as winter break and spring break, students can work up to 39 hours per week, but cannot exceed 8 hours per day. Keep in mind that working more hours only uses allotted hours quicker and there is

no guarantee that an initial work study award will be increased during the year. There is no work study during the summer.

Remember:

- Report to work promptly when scheduled.
- Notify your supervisor as soon as possible when you will be late or unable to work.
- Refrain from conducting personal business on the job.
- Dress appropriately for your work location.
- Adhere to the confidentiality of the job and the department.
- Work study students are subject to the same performance, discipline, and termination standards as any other employee. Being a work study student does not afford special privileges or protection.

Students are responsible for meeting the Financial Aid Satisfactory Academic Progress standards in order to maintain eligibility for federal work study. Students awarded work study for the Fall semester must have summer grades evaluated prior to beginning employment. Students requesting to work during the break between Fall and Spring semesters and students returning to or beginning employment in the Spring must have Fall grades evaluated before beginning work. If the satisfactory academic progress standards are not met, the student must file a petition to have financial aid, including work study, reinstated. Approval is not automatic. The student may be approved for financial aid but not approved to continue working if his/her job has interfered with academic progress. If a department begins to work a student before academic progress is evaluated or continues to work a student who has been disqualified, those hours have to be paid but will be charged to the department and not paid by federal work study.

D. TIME CARDS

Students and supervisors must track actual hours worked on a time card to verify that students are not working during scheduled class or exam times. This time card must be retained by the hiring Department for three years after the end of the academic year and made available to auditors upon request. A suggested, optional time card format is available on the Financial Aid website.

E. TIME SHEETS

Time sheets must be turned in to the Financial Aid Office by the supervisor, not the student. Time sheets hand carried by the student will not be processed. Time sheets are due on the 16th of each month in the Financial Aid Office. Late time sheets will result in the student not being paid until the following month. The time sheet must be completed in pen, no pencil or felt tip markers, and contain the original signatures of both the student and the supervisor. The pay period is the 16th - 15th of the following month. Students are paid on the last work day of the month. Checks are mailed to the student's home address unless the student has initiated Direct Deposit through the Payroll Department. Time Sheets are available in the Financial Aid Office (three part) and on the Financial Aid website (single sheet).