

PALOMAR COLLEGE
FINANCIAL AID & SCHOLARSHIPS OFFICE
2009 – 2010 FEDERAL WORK STUDY PROGRAM

MEMORANDUM

To: Department Chairs, Directors, & Supervisors of Student Workers

From: Mary San Agustin, Director

Subject: Federal Work-Study Program

Date: April 30, 2009

Encl: Federal Work Study Job Request Form

WHAT IS FEDERAL WORK-STUDY (FWS)?

Federal Work-Study is a financial aid program which offers eligible students part-time employment. The student must file the Free Application for Federal Student Aid (FAFSA) to determine eligibility and complete all hiring paperwork before starting employment. The federal government funds 100% of the student's wages; there is no cost to the hiring department unless the student works more than the allowable hours per day/week.

HOW TO LIST A FEDERAL WORK-STUDY JOB

- Step 1 Complete the attached Federal Work-Study (FWS) job request form. If you already have a job description on file from the 2008-2009 year and would like to use the same description for 2009-2010, notify Mike Wulf, FWS coordinator, at ext. 2213 or e-mail mwulf@palomar.edu.
- Step 2 Submit the form to the Financial Aid Office no later than Friday, July 10, 2009 to be included in the initial posting.

HOW DOES YOUR WORK-STUDY JOB GET FILLED?

Job listings are posted on the bulletin board in the Student Services building and on the Palomar Financial Aid website in July 2009. The Financial Aid office does not act as a placement service; students are directed to contact the supervisor listed in the job posting to express interest in the job and arrange an interview. The student must complete the Student and Temporary Application Form (unless he/she already has one on file with Human Resources Services) prior to meeting with the supervisor. The decision to hire or not hire the student rests with the supervisor; there is no guaranteed work study placement. If you decide to hire the student, you will need to print and complete the Federal Work Study Student Employment Action Form from the Hiring Forms list and obtain **all** appropriate signatures, including the appropriate Vice President, on the form. The student will then take the Student and Temporary Application Form and the signed Student Action Form to Human Resources Services in order to receive the Request for Live Scan (fingerprint) form. The cost of the Live Scan will be paid by the District for student employees. If the student has already been Live Scanned for the District, he/she will not need to complete this requirement again. Once the Live Scan results are received and reviewed by Human Resources, the employment process may continue. At this point, the student/supervisor will complete the remainder of the work study hiring forms. The student will then take the hiring package to Mike Wulf in the Financial Aid office for completion/review prior to submission to the Human Resources office. Once all paperwork is completed, the student can begin working no sooner than the first day of the semester. Federal Work Study students do not have to be confirmed by the Board of Governors before they begin work.

WHAT IS THE EMPLOYMENT PERIOD FOR FWS STUDENTS?

Fall 2009	August 24, 2009 thru December 19, 2009
Spring 2010	January 19, 2010 thru May 21, 2010

Some students may be able to work during Winter break and from May 22 to June 30, 2010 upon written request of the supervisor and student. Approval of the period from May 22nd to June 30th will depend upon the balance of the federal allocation remaining after the Spring 2010 semester. The request form will be sent to supervisors in December 2009 and May 2010. Please keep in mind that how long the student can actually work is contingent upon the individual student's award for each semester, the hourly rate, and the hours worked each week. There is no work study during the summer.

WHAT ARE THE REQUIREMENTS AND RESPONSIBILITIES OF HAVING A FEDERAL WORK-STUDY STUDENT?

All employment paperwork, including the Live Scan and the TB skin test, must be complete before the student begins employment.

Students must not be permitted to work during scheduled class time or during scheduled exam times. Departments will be responsible for keeping a record of the actual times that a student worked. This time card is separate from the timesheet which is submitted to Payroll via the Financial Aid Office. A suggested format is available on the Financial Aid website. The time card must be retained by the department for at least three years after the end of the academic year and made available for auditors upon request.

Students must be supervised while performing work-study job duties. Students working remotely from home, on weekends, or on days when the College is closed do not meet the supervision requirements and cannot be paid from work study funds. An exception will be made for departments that routinely operate on weekends.

Student timesheets are DUE in the Financial Aid Office on the 16th of each month. Timesheets will not be accepted from the student; they must be delivered to the Financial Aid office by the supervisor or a staff member from the department. Late submission of timesheets will result in the student not being paid until the following month.

Students and supervisors are responsible for monitoring the hours worked for each payroll period. Any hours worked over eight hours per day, twenty hours per week or in excess of a student's award offer must be paid from the departmental budget.

WHAT IS THE STARTING WAGE FOR WORK-STUDY STUDENTS?

The supervisor sets the wage; however, the starting wage for work-study students is \$9.00, \$11.00, or \$13.00/hr depending on experience. The salary guidelines may be found on the Human Resource Services website at <http://www.palomar.edu/HR/Personnel/student.htm>.

FOR FURTHER INFORMATION, CONTACT THE FINANCIAL AID OFFICE
Mike Wulf, Ext. 2213 or email mwulf@palomar.edu

2009- 2010 Federal Work-Study
Job Request Form
August 24, 2009 to June 30, 2010

JOB TITLE: _____

SALARY: _____ (\$ /per hour)

Note: The FWS minimum is \$9.00

DEPARTMENT: _____

LOCATION: _____

JOB SKILLS AND QUALIFICATIONS REQUIRED:

JOB DUTIES/DESCRIPTION:

NUMBER OF POSITIONS: _____

SUPERVISOR /CONTACT PERSON: _____

PHONE EXT: _____

TOTAL HOURS PER WEEK: _____

PREFERRED WORK SCHEDULE:

Days: Monday Tuesday Wednesday Thursday Friday

Hours: _____ _____ _____ _____ _____

REMINDER: The supervisor listed on this job request form should be the person directly supervising the student worker. The supervisor, director, or department chair is the only authorized personnel to sign time sheets for each pay period. Time sheets are due the 16th of each month directly to Mike Wulf in the Financial Aid office.