

PALOMAR COLLEGE
FINANCIAL AID & SCHOLARSHIPS OFFICE
2011 – 2012 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 26, 2011

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 If you already have a job description on file from the 2010-2011 year, it will be rolled over to the 2011-2012 year. If you do not want the job to roll over, notify Patti Serafin, FWS coordinator, at ext. 3110 or e-mail pserafin@palomar.edu. If you want to make changes to the job description or list a new job, complete the attached Federal Work-Study (FWS) job request form and send it to the Financial Aid Office.
- Step 2 Submit the form to the Financial Aid Office no later than Friday, July 8, 2011 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 2011. 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 should 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 the Work Study Hiring Forms from the link on the website, complete them with the student, and obtain all the required signatures on the Student Employment Action Form. Send a copy of the completed Student Action Form to the work study coordinator in the Financial Aid Office. After the required signatures have been obtained, the student will then make an appointment with Human Resources, ext. 2148, to have the completed hiring packet reviewed and 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. Once all paperwork is completed and approval to work has been received from Human Resources, 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 2011	August 22, 2011 thru December 17, 2011
Spring 2012	January 17, 2012 thru May 18, 2012

Some students may be able to work during Winter break and from May 19 to June 30, 2012 upon written request of the supervisor and student. Approval of the period from May 19 to June 30 will depend upon the balance of the federal allocation remaining after the Spring 2012 semester. The request form will be sent to supervisors in December 2011 and May 2012. Please keep in mind that how long the student can actually work is contingent upon the individual student's work-study award, 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
Patti Serafin, Ext. 3110 or email pserafin@palomar.edu.

2011- 2012 Federal Work-Study
Job Request Form
August 22, 2011 to June 30, 2012

JOB TITLE: _____

SALARY: _____ (\$9.00/\$11.00/\$13.00 per hour)

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 Patti Serafin in the Financial Aid office.