

Palomar College Financial Aid Office
Federal Work-Study
Statement of Understanding
2021-2022

PROGRAM

1. **First and foremost, federal work study earnings are taxable and must be reported to the IRS if you are required to file a tax return. The Financial Aid Office cannot provide you with tax advice in regard to exemptions or withholding.**
2. Students must be **continuously** enrolled in a minimum of six (6) semester units to retain their FWS eligibility during Fall & Spring semesters and one (1) semester units in Summer (if funding available). If on an Education Plan due to academic progress appeal, the six units must be on the Ed Plan. Failure to remain enrolled in six units will result in cancellation of the work study award. Enrollment is checked each time a timesheet is submitted. Please confirm your FWS student(s) enrollment with them before they begin working.
3. Dates of employment:

Fall 2021 semester	August 23, 2021 – December 17, 2021
Spring 2022 semester	January 31, 2022 – May 27, 2022
Summer 2022	<u>TBA- DEPENDS ON BUDGET</u>
4. The supervisor and student employee will discuss an agreeable work schedule. MAXIMUM hours per week – 20. MAXIMUM hours per day - 8. Excess hours will be charged to the department account. Winter and Spring Break hours are not in addition to the student’s awarded hours; they still count toward the student’s allotted hours. Employees must take a 30-minute non-paid break after working for six (6) consecutive hours.

TIME SHEETS AND TIME CARDS

1. PAYROLL TIME SHEETS can be obtained from the Financial Aid FWS website. DO NOT use the regular student hourly time sheet for federal work study students. Time sheet reports must be completed in black or blue ink.
2. Pay periods are from the 16th to the 15th of the following month. TIME SHEETS ARE DUE IN THE FINANCIAL AID OFFICE ON THE 16TH OF THE MONTH. LATE TIME SHEETS WILL RESULT IN THE STUDENT NOT BEING PAID UNTIL THE FOLLOWING MONTH.
3. Report total hours worked each day in the appropriate date space on the time sheet. Time recorded on non-applicable days will not be paid. Line through any days not worked.
4. The supervisor must initial any changes or mistakes, as well as special work hours on the time sheet to verify his/her awareness of all corrections and time documented. Days not initialed will not be paid for that pay period.
5. Only the supervisor on record, the director, or the department chair can sign time sheets. Original signatures are required; absolutely no signature stamps.
6. Time sheet reports will be returned to the supervisor if not filled out completely.
7. Departments must keep a record of actual hours worked. This record must be retained for three years after the end of the academic year and made available to auditors on request.

