

**PALOMAR COLLEGE**  
**FINANCIAL AID & SCHOLARSHIPS OFFICE**  
**2022 – 2023 FEDERAL WORK STUDY PROGRAM**

**MEMORANDUM**

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

Subject: Federal Work-Study Program

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**

If you already have a job description on file from the 2021-2022 year, it will be rolled over to the 2022-2023 year. If you do not want the job to roll over, notify Adriana Sanchez, FWS coordinator, at ext. 2213 or e-mail [asanchez@palomar.edu](mailto:asanchez@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.

## **HOW DOES YOUR WORK-STUDY JOB GET FILLED?**

Job listings are posted on the Palomar Financial Aid website in July 2022. 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 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, please submit the Student Action Form & Student Application to the Human Resources office. Human Resources Office will contact student to complete the hiring packet/requirements. 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 2022	August 22, 2022 thru December 17, 2022
Spring 2023	January 30, 2023 thru May 27, 2023

Some students may be able to work during Winter break upon written request of the supervisor and student. Approval of the winter break period will depend upon the balance of the federal allocation remaining after the Spring 2023 semester. The request form will be sent to supervisors in December 2022 and May 2023. 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. Summer Federal Work Study is not guaranteed, it is dependent on funding after Spring.

## **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 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 16<sup>th</sup> 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 in excess of a student's award offer must be paid from the departmental budget. Students who work in excess of eight hours per day or twenty hours per week will be terminated based on the Human Resources policy.

Replacing a fulltime employee whose position was eliminated (for any reason) with a student employee paid with FWS funds is prohibited. Moreover, this prohibition extends to instances where a school first replaces the fulltime employee with a student position paid with college funds.

## **WHAT IS THE STARTING WAGE FOR WORK-STUDY STUDENTS?**

The supervisor sets the wage; however, the starting wage for work-study students is \$16.30, \$17.00, or \$18.00/hr. depending on experience. The salary guidelines may be found on the Human Resource Services website at <http://www2.palomar.edu/pages/hr/employees/personnel/students/>

Keep in mind the higher the hourly wage, the faster the student will go through their award.

FOR FURTHER INFORMATION, CONTACT THE FINANCIAL AID OFFICE  
Adriana Sanchez, Ext. 2213 or email [asanchez@palomar.edu](mailto:asanchez@palomar.edu)

# 2022- 2023 Federal Work-Study Job Request Form

JOB TITLE: \_\_\_\_\_

SALARY: \_\_\_\_\_ (\$16.30/\$17.00/\$18.00 per hour)

DEPARTMENT: \_\_\_\_\_

LOCATION: \_\_\_\_\_

JOB SKILLS AND QUALIFICATIONS REQUIRED:

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JOB DUTIES/DESCRIPTION:

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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 16<sup>th</sup> of each month directly to Yenifer Maldonado in the Financial Aid office.*