

# Palomar College Financial Aid Office

## Federal Work-Study

### Statement of Understanding

### 2024-2025

## 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 regarding exemptions or withholding.**
2. Students must be **continuously** enrolled in a minimum of six (6) semester units to retain their FWS eligibility during the Fall & Spring semesters and one (1) semester unit in the Summer (if funding is available). If the student is on Probation, the student must be enrolled in at least six (6) required units. Failure to remain enrolled in (6) six units will result in the cancellation of the Federal 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 2024 semester	August 26, 2024 – December 23, 2024
Spring 2025 semester	January 27, 2025 – May 22, 2025
Summer 2025 semester	June 9, 2025 – August 2, 2024
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.

## TIMESHEETS

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. The timesheet must be completed in black or blue pen or completed in Adobe Sign.
2. Pay periods are from the 16<sup>th</sup> to the 15<sup>th</sup> of the following month. **TIME SHEETS ARE DUE IN THE FINANCIAL AID OFFICE ON THE 15<sup>TH</sup> OF THE MONTH UNLESS THE DATE FALLS ON A HOLIDAY OR A WEEKEND. LATE TIME SHEETS WILL RESULT IN THE STUDENT NOT BEING PAID UNTIL THE FOLLOWING MONTH.**
3. Report the total hours worked each day in the appropriate date space on the time sheet. Time recorded on non-applicable days will not be paid. Add a line through any days not worked. Please use the official job title as is listed on your job request. **Example: Student Administrative/Clerical Assistant**
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. Timesheet 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.

# PAYROLL

- Hours worked must be calculated by the quarter hour.  
15 min = 0.25                      45 min = 0.75  
30 min = 0.50                      60 min = 1.00
- Employees must report in writing any change of address to the Palomar College Admissions and Human Resource offices. Paychecks are mailed to the student's home address at the end of the month.
- Federal Work-Study students are eligible to set up direct deposit of earnings with Payroll, but it is not required.

## FINANCIAL AID OFFICE ISSUES

1. The Palomar College Financial Aid Office reserves the right to adjust any Federal Work Study funds at any time during the academic year. The Federal Work-Study award is an offer contingent upon the availability of funds; there is no guarantee that a student will be able to earn the entire amount of the offer.
2. The Financial Aid Office will use only the student's Palomar e-mail address for work-study-related communications. All questions, concerns, and forms regarding the Federal Work-Study Program are to be directed to Adriana Sanchez at (760) 744-1150 ext. 2213 in the Palomar College Financial Aid Office.  
E-mail: [asanchez@palomar.edu](mailto:asanchez@palomar.edu)
3. **THE TOTAL FUNDS OFFERED MUST BE MONITORED CAREFULLY.** It is important for the supervisor and the student employee to maintain records of the funds used during each pay period. Any hours worked over the student's award will be charged to the department's account.
4. **Employment may not:**
  - Impair existing service contracts
  - Displace employees
  - Replace a fulltime employee whose position was eliminated (for any reason) with a student employee paid with FWS funds.
  - Fill jobs that are vacant because the employer's regular employees are on strike
  - Involve the construction, operation, or maintenance of any part of a facility used or to be used for religious worship or sectarian instruction or
  - Include employment for the U.S. Department of Education.

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Student's printed name

Supervisor's printed name

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Student's signature

Supervisor's signature

**\*\*\* SUPERVISORS \*\*\***  
*Return to FAO Attn: Adriana Sanchez.*