



2024/2025

Federal Work- Study Handbook

Information for Students and
Supervisors



PALOMAR COLLEGE FINANCIAL AID OFFICE
STUDENTJOBS@PALOMAR.EDU

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INTRODUCTION TO THE FEDERAL WORK-STUDY PROGRAM

The Federal Work-Study (FWS) program provides part-time jobs to eligible financial aid students and is funded by the Department of Education on a fiscal year basis. Students must complete the financial aid process and qualify before working in any FWS position.

Federal Work-Study is a need-based program. Students must file the Free Application for Federal Student Aid (FAFSA) each year to be considered for the program. There is no guarantee that a student will receive or continue to receive work-study awards from one year to the next. However, continuing students are given priority, especially those who are enrolled in at least six (6) units in Fall and Spring and one (1) unit in Summer. Students should complete the application process early to be considered since FWS funds are limited.

Students who are awarded FWS are notified on their financial aid award letter. The FWS amount is an offer and due to funding constraints, there is no guarantee that a student will be able to earn the entire offered amount or that the award can be increased if the full amount of the award has been earned.

Replacing a full-time employee whose position was eliminated (for any reason) with a student employee paid with FWS funds is prohibited. This prohibition applies to instances where a school first replaces the full-time employee with a student position paid for by college funds.

STUDENT'S REQUIREMENTS

FWS REQUIREMENTS

- Must have an official Free Application for Federal Student Aid (FAFSA) with an official Student Aid Index (SAI).
- Demonstrated financial need as indicated by the information provided on your FAFSA.
- Be a U.S. citizen, permanent resident, and/or eligible non-citizen.
- Be enrolled in a minimum of six (6) units for Fall/Spring (if on Probation, it must be six (6) required units) and one (1) unit for Summer.
- Maintain [Satisfactory Academic Progress \(SAP\)](#)
- Not be in default on a student loan or owe a grant repayment.
- Financial aid file must be complete (All necessary supporting documents and file requirements are received and processed by Palomar College Financial Aid Office).
- Student must send an email to studentjobs@palomar.edu requesting FWS. All requests received from eligible students will be placed on a waitlist, in date order. First come, first served.
 - Eligible FWS students who are currently working and are returning will have priority.
 - After priority students are rehired, the waitlist will be used to contact interested students who have submitted a request.

HOW TO APPLY FOR A FWS JOB

- Fill out the Free Application for Federal Student Aid (FAFSA).
- Complete your financial aid file.
- Receive a financial aid award letter offering Federal Work Study. You may submit an email to studentjobs@palomar.edu requesting to be placed on the waitlist. The email request should come from your Palomar student email account, and it must include your name and student ID number.
- View the [Federal Work-Study job openings](#)
- Contact the supervisor for the job you are interested in to set up an interview.

Hiring Steps:

- Fill out the [Short Term and Student Application form](#).
- The supervisor must complete the Student Action Form and obtain all required signatures.
- The supervisor will submit the application and the Student Employment Action form to Human Resources.
- Human Resources will contact the student by email to begin the hiring process.
- As part of the hiring process, you will need to obtain a Request for Live Scan (fingerprints) and TB test. The district will pay the cost of the Live Scan.

Begin Employment:

- You may not begin working until all hiring paperwork, including the Live Scan and the TB skin test, has been completed and submitted to Human Resources.
- The supervisor and student will be notified by Human Resources once the hiring process is complete, and the student is authorized to begin work.

STUDENT'S RESPONSIBILITIES

Supervisors as well as students are responsible for monitoring the hours worked. Students cannot work more than 20 hours per week, or more than 8 hours in a day. It is your responsibility to keep track of the hours used to ensure they are not exceeded.

- Students may work weekends, holidays, or when the College is closed, only if there is a supervisor present.
- Students must take a 30-minute minimum break after working 6 consecutive hours.
- Students must be continuously enrolled in at least six (6) units in Fall and Spring, or one (1) unit in Summer to remain eligible.
- Students are not permitted to work during periods of non-enrollment, such as winter break and intersession, without prior approval from the FWS coordinator. Any hours worked during these periods will be subtracted from your annual FWS award and may impact the number of authorized hours during subsequent enrollment periods within the aid year.
- Students are responsible for meeting the Financial Aid [Satisfactory Academic Progress \(SAP\)](#) standards to maintain eligibility for FWS. If SAP standards are not met, the student may file an [appeal](#) to reinstate financial aid. Approval is not guaranteed.
- Students enrolled in Summer may encounter a delay in Fall employment authorization, as Summer grades must be evaluated before future employment can be approved.

Important Reminders:

- Report to work promptly when scheduled.
- Notify your supervisor as soon as possible when you will be late or unable to work.

STUDENT TIMESHEETS

Time sheets are due on the 15th of each month no later than the end of business to the Financial Aid Office. If the due date falls on a holiday or a weekend, time sheets are due the prior business day. During holidays and end-of-fiscal year, the time sheets will be due sooner. A notification will be sent. The pay period is the 16th – 15th of the following month.

- The timesheet must be completed in black or blue pen or completed in Adobe Sign.
- Students are paid once a month on the last business day of the month.
- Checks are mailed to the student's home address or students may elect Direct Deposit at the time of hire.

SUPERVISOR'S REQUIREMENTS

GUIDELINES FOR HIRING A FWS STUDENT WORKER

Job Description Submission: To comply with federal regulations, each FWS position must have an approved Federal Work Study Student Job Description on file with the Financial Aid Office. Complete the [Job Listing Request Form](#) available on the Financial Aid website. Note that any contract employee at Palomar College is eligible to hire an FWS student.

HIRING A FWS STUDENT

Job Announcements: FWS job openings are posted on the [Financial Aid website](#). Students should contact the listed supervisor for interviews.

Assessment: It is the supervisor's responsibility to assess the student's qualifications and fit for the position. The starting wage for student workers is \$16.30, \$17.00, or \$18.00, depending on their experience.

Hiring Steps:

- Download the Student Action Form from the Federal Work Study Hiring Forms website: [Palomar Federal Work Study Hiring Forms](#).
- Email the completed Student Action Form and Short Term and Student Application to Human Resources @ hrhelp@palomar.edu and studentjobs@palomar.edu. Fill in your department's Program Code on the Student Action Form next to the FWS account string. In addition, you must provide your department's full account string for backup purposes.
- Human Resources will coordinate with the student to finalize the hiring process, which includes:
 - Completing the hiring packet
 - Undergoing Live Scan (paid by the District)
 - Completing a TB Test (the student's responsibility; available through Student Health Services)

Begin Employment: The supervisor and student will be notified once the hiring process is complete, and the student is authorized to begin work.

Employment requests for non-enrollment periods: Students are not permitted to work beyond the semester's end without explicit authorization. To allow a student to work over Winter break or during the Summer semester, submit a written request to the Financial Aid Office. Requests will be processed based on available funds and are subject to annual program funding limits. Note that additional work periods may deplete the student's award more quickly and there is no guarantee of an increased award.

SUPERVISOR'S RESPONSIBILITIES

Supervisors must monitor the enrollment status and hours of FWS student workers.

- Students must maintain continuous enrollment in at least six (6) units in Fall and Spring or one (1) unit in Summer to be eligible.
- Students cannot exceed authorized hours.
- Students cannot be scheduled to work during their class time or exam periods.
- Students must take a 30-minute minimum break after six (6) consecutive hours.

Your department account, listed on the student timesheet, will be charged if the following occurs:

- Sick Days reported on timesheet (per [California Labor Law](#))
- Unauthorized hours worked beyond 20 hours per week, or over 8 hours in a day.
- Any additional required compensation for hours worked on a district-approved Holiday.
- If a student becomes ineligible for FWS

Students may become ineligible for FWS at any time during employment. For example, if they drop to less than the minimum unit(s) required, or they are not meeting Financial Aid requirements.

If your student becomes ineligible, stops showing up for work, or no longer works for your department please notify the Financial Aid Office immediately by emailing studentjobs@palomar.edu.

TIME SHEETS

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- Review timesheet for accuracy; including the department's program number.
- Sign timesheet.
- Submit to the Financial Aid Office via email to studentjobs@palomar.edu
- Late time sheets will result in a late pay date (the following month)
- Time sheets are available on the [financial aid website](#)

If you have any questions regarding your student worker's federal work-study eligibility, please contact Adriana Sanchez in the Financial Aid Office at ext. 2213 or e-mail studentjobs@palomar.edu