

Palomar College Financial Aid Office

Federal Work-Study

Statement of Understanding

2025-2026

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 enrolled in a minimum of six (6) units to retain their FWS eligibility during Fall & Spring semesters and one (1) semester units in Summer (if funding available). If a student is on Probation due to an appeal approval, those units must be eligible for Federal Financial Aid. Failure to remain enrolled in the minimum required units will result in cancellation of the work study award. Enrollment is checked each time a timesheet is submitted. If a student drops to less than the required units in between payment periods, the hours worked will be charge to the department. Please confirm your FWS student(s) enrollment with them before they begin working.
3. Dates of employment:

Fall 2025 semester	August 25, 2025 – December 20, 2025
Spring 2026 semester	January 26, 2026 – May 23, 2026
Summer 2025	June 15, 2026 – August 8, 2026
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

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 15TH OF THE MONTH (THIS CAN CHANGE DUE TO HOLIDAYS AND WEEKENDS). 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.
4. If a student has sick hours reported, please include the department's account sting on the time sheet.
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.

PAYROLL

