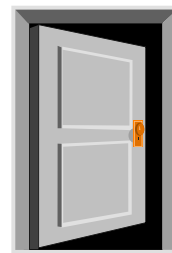


FEDERAL COLLEGE WORK-STUDY 2019-2020



What is Federal College Work-Study?

Federal College work-study is a part time job for students who demonstrate financial need.

Who is eligible to participate?

In order to be considered for work-study you must have filed a FAFSA (Free Application for Federal Student Aid) and been approved to receive financial aid. You must be enrolled in at least 6 credits. If you currently hold a part time position on campus, you are NOT eligible to work as a College Work Study as well.

What are the benefits of Federal College Work-Study?

- Work-study students are directly compensated for hours worked and can use that income to help cover living expenses and or pay for college costs.
- Work-study students develop skills and references necessary for future employment and can list that experience on their resumes. Every attempt is made to place students in a job related to their course of study.

How do work-study jobs *differ* from other jobs?

- **Scheduling flexibility:** Most work study students can work around their class schedule - leaving time for study in the evenings and on weekends.
- **Community service:** A percentage of the Federal Work-Study budget is used to fund community service jobs. The goal of the community service activity is to instill in the student a sense of social responsibility and commitment to the community. If you are interested in a community service position, inquire in Student Financial Services.
- **Limits on Working Hours:** Most students are able to work 10-12 hours per week during the semester. Students can work during school breaks when classes are not in session provided they have enough funds available. **It is the student's responsibility to keep track of the number of hours worked and the amount of remaining funds.** If you are unsure contact Student Financial Services for details.
 - ❖ **Part of the supervisor's responsibility is to make sure hours worked are properly documented and that each student's work is being properly supervised.**
- **Rate of Pay:** The rate of pay \$12.00 per hour. Students placed in a community service position may receive a higher rate of pay. Effective January 1, 2020, the rate of pay increases to \$12.75 an hour.

How are work-study jobs *the same* as other jobs?

- As a work-study student you are subject to the same rules and regulations as in any employer/employee relationship, and you must conduct yourself in a professional manner. If your supervisor does not feel you are adequately performing in your position, you can be terminated.
- If at any time you need to make a change in your schedule or are unable to report for work you must let your supervisor know.
- If you have a problem you should try to resolve it with your supervisor. **However** - if an acceptable solution cannot be reached, Student Financial Services should be notified.

How do I get started?

- **Proof of eligibility:** All students must be United States citizens or be legally allowed to work in this country. You must complete an I-9 form and provide Student Financial Services with a picture I.D. (driver's license or student ID), and a copy of your social security card or birth certificate. If you are a legal alien you must also submit a copy of your alien registration card.

- **Contract:** Students must complete the attached contract with their supervisors. The contract must include a specific job description.
- **W-4 Form:** College Work-Study must be reported as taxable income when filing your federal and state taxes. A W-4 form determines how much tax is taken from your paychecks. If you claim “exempt” it means that no taxes are withheld. You can claim “exempt” only if you owed no taxes last year (2017) expect to owe no taxes this year (2018) and another person cannot claim you as a dependent. If you have any questions, please call the IRS at 1-800-829-1040.

How do I get paid?

- **Timesheets** are available in **Student Financial Services**.
- **In order to be paid your timesheet must include:**
 1. Dates & hours worked (**you must indicate a ½ hour break if working more than six (6) consecutive hours**)
 2. Student’s signature & Student ID number.
 3. **A signature from the supervisor who signed your original contract or an alternate supervisor. Other signatures will not be accepted.** The work-study supervisor is responsible for checking the timesheets for accuracy.
 4. Students working hours other than their work schedule must be approved by Student Financial Services. Students need to submit a copy of their class schedule to their supervisor(s) when their work schedule is being determined.

Students are not paid for holidays, jury duty, lunch, overtime, vacation or sick days. Any student who reports fraudulent hours will be terminated from the college work-study program.

Where do I submit my timesheets?

The top copy of your timesheet, which is white, goes to Student Financial Services. The (pink) copy is for your supervisor and the (yellow) copy is yours – use it to keep track of the hours you’ve worked.

When do I submit my timesheets?

The timesheets are submitted to Student Financial Services every other Friday. **You must have completed all of your hours for the week *before* submitting your time sheet.** Student Financial Services closes at **5:00 p.m. on Friday**. If you are unable to submit your timesheet by that time bring it in **the following Monday by 12:00 p.m.**

Where do I pick up my paycheck?

Paychecks can be picked up at Student Financial Services after 1:30 pm two weeks after the timesheet has been submitted. You can also fill out a direct deposit form to have your paycheck automatically deposited into your checking or savings account if you have not yet done so.

For questions concerning your work-study position, contact Student Financial Services at 755-4214.