

# Welcome to the Federal Work-Study Program

## Instructions to Participate


If Federal Work-Study is listed on your award letter you must complete the following paperwork and return it to the Financial Aid Office. You will not be permitted to participate until ALL documents are completed and submitted. Do not submit Federal Work-Study paperwork unless it is listed on your award letter. You must be eligible and awarded Federal Work-Study to participate.

Your first step in participating in Federal Work-Study is to determine where you'd like to work. The job descriptions will clearly indicate the duties you will perform and any other pertinent information you'll need to know about the job. Read them carefully and after you've made your decision, contact the supervisor of the site to inquire about any openings. You will then need to complete the following documents indicated below.

### Federal Work-Study Paperwork Completion Instructions:

**It is your responsibility to secure a Federal Work-Study position.**

*You will not be assigned a position.*

1. **Federal Work-Study Employment Application:** This application **must** be read, completed and signed by both you and the supervisor of the site at which you wish to work . It is then your responsibility to contact the supervisor of that site to set up an interview and obtain their signature on the employment application. Please return the application to the Financial Aid Office. An incomplete employment application will be returned to you for proper completion. You can determine the number of hours you have been allotted by reviewing the **pay scale** chart and comparing it to the amount of Federal Work-study that you've been allotted on your financial aid award letter.
2. **Personal Data Sheet:** Both pages of this form must be completed and signed in order for the Controller's Office to process your paycheck accurately. This form should be returned to the Financial Aid Office.
3. **W-4 Form:** The bottom half of this form must be completed, signed and dated by you. It is a requirement in order to process your paycheck. Return this form to the Financial Aid Office.
4. **Confidentiality Agreement:** This form must be completed, signed and dated by you. By signing this form, you are confirming you understand the College Confidentiality policy. Return this form to the Financial Aid Office
5. **Acknowledgment of Receipt– Incident Reporting Policy and Notice of Rights and Responsibilities for Workers' Compensation:** Please print your name and the name of the department where you will be working. You will also need to sign and date the acknowledgement indicating you have read and understand the information provided. In addition, you will need to sign page 9 of this form. Return all pages of the signed acknowledgement sheet to the Financial Aid Office.
6.  **I-9 Form:** This form is available at the Financial Aid Office and **must** be completed in the presence of a Financial Aid staff member. The I-9 must be on file before you can begin work. You will need to bring two forms of identification with you. A driver's license and social security card are acceptable.

Once you have completed all required forms please submit them to the Financial Aid Office as soon as possible. Before the beginning of the semester, you will receive a postcard confirming your Federal Work-Study placement and the number of hours you may work. Your supervisor will also receive a postcard indicating you may work at their site. You may not begin working until the first day of the semester. During the first week of school, you must contact your supervisor to set up a schedule. If you do not contact your supervisor, your FWS will be canceled.

*The employment paperwork referenced above will become part of your personnel file which is maintained in the Office of Human Resources.*

<b>PAY SCALE BASED ON \$7.25/HOUR</b>				
	<b>AWARD</b>		<b>HRS/SEMESTER</b>	<b>HRS/WEEK</b>
	\$1,000		137	9
	\$975		134	8
	\$950		131	8
	\$925		127	8
	\$900		124	8
	\$875		120	7
	\$850		117	7
	\$825		113	7
	\$800		110	7
	\$775		106	7
	\$750		103	6
	\$725		100	6
	\$700		96	6
	\$675		93	6
	\$650		89	5
	\$625		86	5
	\$600		82	5
	\$575		79	5
	\$550		75	5
	\$525		72	4
	\$500		68	4
	\$475		65	4
	\$450		62	4
	\$425		58	3
	\$400		55	3
	\$375		51	3
	\$350		48	3
	\$325		44	2
	\$300		41	2
	\$275		37	2
	\$250		34	2
	\$225		31	2
	\$200		27	1
	\$175		24	1
	\$150		20	1
	\$125		17	1
	\$100		13	1