



FEDERAL WORK STUDY (FWS) STUDENT GUIDELINES 2010-2011

Please call the Office of Financial Aid at (920) 686-6122 with questions regarding FWS eligibility.
Contact the Student Services Office at (920) 686-6192 with any questions about job openings.

I. ELIGIBILITY – Determined Annually

- A. File a Free Application for Federal Student Aid (FAFSA) each year.
- B. FWS eligibility will be listed on your Financial Aid Award.

II. JOB APPLICATION – Required Annually

- A. Complete a FWS Job Application each fiscal year (even if you work in the same area every year).
Indicate job interests on your FWS Application. Note that Community Service FWS jobs are available through AmericaReads (reading tutors) and AmericaCounts (math tutors).
- B. Return the completed application form to the Student Services Office.
- C. Contact the Student Services Office with questions about FWS jobs.
- D. Notify Student Services if your employment or job availability changes at any time during the year.
- E. Supervisors interview applicants and hire students to work in their areas.
Student employees are hired based on their interests, abilities, availability and FWS eligibility.
Though many positions are filled early each academic year, job openings are posted on the bulletin board outside Student Services throughout the year as they become available.
- F. REQUIRED: Complete and submit a FWS Authorization Form prior to first workday.

III. PAYMENT – Monthly

- A. Once hired, complete required payroll forms in the SLC Finance Office.
- B. Review the FWS Payroll Schedule for pay periods, time sheet due dates and pay dates.
Student earnings will be sent to your bank for direct deposit each pay period.
- C. To get paid for the hours you work each pay period
 1. Request the appropriately colored time sheet from the Finance Office
 - * **WHITE** time sheet – **Regular FWS**
 - * **GREEN** time sheet – **AmericaReads**
 - * **PINK** time sheet – **AmericaCounts**
 - * **YELLOW** time sheet – **Community Service**
 2. Record time worked in ¼ - hour increments (no odd minutes).
 3. Have your supervisor sign your time sheet.
 4. Submit your time sheets to the Finance Office by 10:00 a.m. on the due date.
 - * Late time sheets will be paid the following pay period.

IV. Federal Regulations & Institutional Policies do not allow for:

- ✓ Use of work time for personal purposes (except in circumstances where employee's presence is the work)
- ✓ Use of SLC phones for personal calls
- ✓ Use of college office equipment unless specifically authorized by supervisor
- ✓ Unemployment compensation
- ✓ Other regular employee fringe benefits such as sick leave, compensatory time, vacation or holiday pay.