

Federal Work Study (FWS) Request Form

Office Extension:

Department:

Please list all new and continuing FWS students you intend to hire. Only students who have completed their financial aid file will be awarded FWS.							
Last Name	First Name	Student ID	Hours/Week	Weeks Fall Semester (July – Dec)	Weeks Spring Semester (Jan – June)	Total Weeks	
Doe	Jon	1234567	8	16	16	32	

<u>Please read all information below. Your signature confirms that you have read and understand these terms.</u>

FWS Supervisor:

- 1. Upon receipt of this FWS Request form, the Financial Aid Office will ensure the student's financial aid file is complete. **Upon completion of the file review process, Financial Aid will email the Work Study Award Notification to the FWS Supervisor**.
- 2. Once the FWS Supervisor receives the Work Study Award Notification, the Supervisor follows the hiring instructions online. The employment packet or renewal paperwork must be completed, in full, by the supervisor and the student employee followed by submission to the area dean or department supervisor for approval and then to the Business Services Office for processing. Please attach a copy of the Work Study Award Notification to the employment packet or renewal paperwork. The cost of fingerprint processing, if student has not already been fingerprinted, must be charged to the department budget requesting employment.
- 3. Once the Business Services Office processes the employment packet, they will email a copy of the Intent to Employ form to the FWS Supervisor and Financial Aid. The Intent to Employ indicates the approved starting date of the student employee. No student may start work until the FWS Supervisor and Financial Aid receives a copy of the Intent to Employ via email from the Business Services Office. Departments are liable for any earnings prior to the approved starting date on the Intent to Employ.
- 4. Students must be actively **enrolled in 6 course applicable units** and must maintain their 6-unit requirement throughout the semester in which they are employed. **FWS will be terminated if the student drops below the 6-unit requirement**.
- 5. FWS Supervisors are responsible for keeping track of hours worked and the balance remaining after each pay period. Establish a work schedule to ensure that hours worked do not exceed \$ awarded. If the allocated FWS \$ amount is exceeded, the excess hours must be charged to the department budget. Please notify Financial Aid if the student will not utilize all the \$ awarded.
- 6. FWS Supervisors must also ensure that your student employees work schedule does not conflict with their class schedule i.e., they **ARE NOT** working during the time they are expected to be in class.
- 7. FWS students must be supervised at all times and must be aware of who to report to in the absence of the supervisor. **The job** duties assigned to a FWS student cannot replace those of a regular employee.
- 8. FWS students may work up to 26 hours per week. Students may work 8 hours per day or 40 hours per week when school is not in session. Working on a Los Rios Holiday and Overtime is not permitted.
- 9. Timesheets are to reflect hours worked from the 25th of the month through the 24th of the following month. **FWS Supervisors must submit timesheets to FLC Financial Aid office by the due dates announced via email.** Late timesheets will delay the student's paycheck. There are NO provisions for emergency paychecks.
- 10. A department budget must be established to pay out any sick leave a FWS student is eligible for. Any sick leave a FWS student accumulates for a given pay period cannot be paid out of their respective FWS budget string(s).
- 11. Students may continue to work spring hours unless otherwise notified by the Financial Aid Office. Financial Aid will email a list of ineligible FWS students to the appropriate office(s) once academic progress from the fall semester is verified.

Signature:	Email:	Date:
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