

## Federal Work Study (FWS) Request Form

FWS Supervisor: \_\_\_\_\_ Department: \_\_\_\_\_ Office Extension: \_\_\_\_\_

Please list all new and continuing FWS students you intend to hire.

**Only students who have completed their financial aid file and received an Award Notification 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

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

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, the Financial Aid Office will email the Work Study Award Notification to the FWS Supervisor.**
2. Once the Supervisor receives the Work Study Award Notification, the Supervisor obtains an employment packet (for new FWS students), or renewal paperwork (for continuing FWS students), [online](#). **The employment packet or renewal paperwork must be completed, in full, by the supervisor and the student and then submitted to the area dean or department supervisor for approval. 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 the Financial Aid Office. The Intent to Employ indicates the approved starting date of the employee. **No student may start work until the FWS Supervisor and the Financial Aid office receives a copy of the Intent to Employ form. 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 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 enrollment requirement.**
5. Student and supervisor are responsible for establishing a work schedule that ensures that hours worked do not exceed \$ awarded.  
**If the allocated FWS \$ amount is exceeded, the excess hours must be charged to the department budget.**
6. 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.**
7. 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.** Each supervisor is responsible to track hours worked, ensuring that hours worked do not exceed \$ awarded. It is also the responsibility of the supervisor to inform the Financial Aid Office if the student will not utilize all the \$ awarded.
8. 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.
9. **Students may NOT hand-carry time sheets to or from the Financial Aid office.**
10. Student and supervisor are responsible for keeping track of hours worked and the balance remaining after each pay period (25th of the month through the 24th of the following month).
11. 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 **may not** be paid out of their respective FWS budget string(s).
12. Students may continue to work spring hours unless otherwise notified by the Financial Aid office. The Financial Aid office will email a list of ineligible FWS students to the appropriate office(s) once academic progress from the fall semester has been verified.

Signature: \_\_\_\_\_ Email: \_\_\_\_\_ Date: \_\_\_\_\_