



# Federal Work Study Program

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SUPERVISOR'S MANUAL

FINANCIAL AID OFFICE  
FOLSOM LAKE COLLEGE | EL DORADO CENTER | RANCHO CORDOVA CENTER

LOS RIOS COMMUNITY COLLEGE DISTRICT

## Table of Contents

Introduction .....	2
About this manual.....	2
Student Eligibility .....	3
Department/Supervisor Eligibility.....	4
Hiring Process.....	5
Step-by-step process for hiring FWS student: .....	5
Supervisor Responsibilities .....	6
Training & Supervision .....	6
Important Training Reminders.....	6
Timesheets.....	6
Important Timesheet Reminders.....	6
Sick Leave .....	7
Monitoring Hours.....	7
Important Tips.....	7
Reporting Changes.....	7
Terminations .....	7
Requesting additional hours .....	8
Record Keeping .....	8
Tips & Suggestions for Problem Areas.....	8
Forms .....	9
Federal Work Study Job Announcement Form.....	10
College Financing Plan .....	11
Federal Work Study Request Form .....	12
Federal Work Study Award Notification Form.....	13
Federal Work Study Timesheet.....	14

## Introduction

Folsom Lake College (FLC) participates in federal, state, and institutional financial aid programs to provide students with financial access to post-secondary education. The Federal Work-Study (FWS) program allows students the opportunity to work part-time to complement and reinforce their educational program or career goals, and to help meet their educational costs.

Student employee supervisors play a vital role in the work-study program offered at FLC. They are responsible for the hiring and training of student employees, completing necessary paperwork, and submitting monthly timesheets. Supervisors can help students discover the skills and attitudes needed for success in the world of work beyond graduation. They provide an opportunity for growth and development for students who participate in the work-study program.

The Financial Aid Office at Folsom Lake College would like to thank all the Student Employee Supervisors who have devoted their time in enriching the lives of students. Your enthusiasm and hard work are essential to the success of the work-study program.

## About this manual

This manual is intended to act as a comprehensive resource guide for all work-study supervisors who wish to employ students. It was developed to reflect the current practices, policies and procedures governing the work-study program, as developed by FLC's Financial Aid Office. It is designed to assist supervisors in meeting the challenges and responsibilities involved with hiring a student employee.

Should questions arise regarding employment of work-study students; this manual can provide the information to answer most questions. However, the Financial Aid Office staff is always available to discuss any questions with individual supervisors.

[Return to Table of Contents](#)

## Student Eligibility

FWS positions are awarded to students who complete the Free Application for Federal Student Aid (FAFSA) and meet all the eligibility criteria for federal financial aid. Students who apply early and turn in all necessary documentation to the Financial Aid Office in a timely manner will increase their chances of being able to participate in the program. Eligibility is determined once the student has completed his/her financial aid file.

To be eligible for Federal Work Study, student's must:

1. Demonstrate and maintain [Satisfactory Academic Progress](#) each term, and
2. Be actively enrolled in a minimum of 6 [Financial Aid Course Applicable \(FACA\)](#) units and maintain their 6-unit requirement throughout the semester in which they are employed, and
3. Exhibit financial need (at least \$1,000); that is, the student's cost of attendance must be more than the amount of his/her Expected Family Contribution (EFC) as calculated by the Federal Need Analysis Methodology. FWS will not be awarded to a student if that award, when combined with all other resources, would exceed the student's need.

Any additional grants, scholarships, or loans a student may receive after FWS has been awarded may impact or reduce FWS eligibility.

[Return to Table of Contents](#)

## Department/Supervisor Eligibility

Each year Folsom Lake College must establish an approved budget line for employment of Federal Work-Study employees based upon the amount allocated to the college by the U.S. Department of Education. The budget allocation and notification process for each division occurs in early summer. In general, budgets are determined based on the average percentage rate of utilization per division over the past three academic years.

To become a FWS Supervisor, you must attend a FWS Supervisors Orientation. To assist FWS supervisors in meeting challenging responsibilities and to ensure a greater understanding of how the FWS program works, several orientation sessions are available both prior to the semester starting and after it is in progress. In addition, one-on-one sessions will be available if you are unable to attend the scheduled sessions. FWS Supervisors must attend at least one orientation to be eligible to hire FWS students.

Due to stringent federal guidelines, failure to comply with the established FWS policies and procedures may result in a department's eligibility being terminated.

[Return to Table of Contents](#)

## Hiring Process

The FWS program requires the coordination of several offices and individuals on campus, and FWS supervisors play a key role in creating a successful job experience for student employees.

### Step-by-step process for hiring FWS student:

1. All FWS Supervisors must complete a FWS Job Announcement form **annually**, which is available [online](#). This form must be saved in K:\Federal Work Study for the appropriate award year (Job Announcements folder).
2. Students interested in employment will review the FWS Job Announcement(s) [online](#). Students must print their College Financing Plan from eServices and take it to their potential supervisor for an interview after selecting a job online. The College Financing Plan provides FWS Supervisors with the student's remaining Unmet Financial Need.
3. If the Supervisor is interested in hiring the FWS student, the Supervisor will complete the Federal Work Study (FWS) Request Form available [online](#). This form must be completed and saved in K:\Federal Work Study for the appropriate award year (Request Forms folder).
4. Upon receipt of the 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 form to the FWS supervisor indicating the actual dollar amount awarded to the student. **Note:** There may be a delay if the student's Financial Aid file is incomplete.
5. Once the FWS Supervisor receives the Work Study Award Notification form via email, the Supervisor follows the hiring instructions [online](#). The Employment Packet must be completed, in full, by the FWS 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 form to the employment packet. The cost of fingerprint processing, if student has not already been fingerprinted, must be charged to the department budget requesting employment.
6. 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.
7. If the Supervisor elects not to hire the student, the Supervisor should direct the student back to the FWS Job Openings online at: <https://flc.losrios.edu/fws>

[Return to Table of Contents](#)

## Supervisor Responsibilities

### Training & Supervision

One of the most challenging aspects of supervising can be balancing the special needs of the student with the demanding needs of the department, particularly during exams. We must remember that the student's primary purpose for being at Folsom Lake College is education. However, it is important that students consider the Work Study position as a "real job". Supervisors must support this attitude. It is important that the supervisor ensure that students always have work to do.

One misconception with the Work Study program is that students who complete their job tasks be allowed to study. This is not the purpose of the program. Students are paid for doing their job. One suggestion is to keep a list of several tasks with low priority that always needs to be done. The student can always find work from this list.

#### Important Training Reminders

- The supervisor has the responsibility for providing adequate training.
- This may be the first job the student has ever held. Give clear, concise directions and don't assume they understand the required tasks/duties/responsibilities.
- Develop a work schedule for each student including hours and days.
- Explain the methods for communicating missed work time.
- Ease the student into increased levels of responsibility as training advances.

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.

### Timesheets

An important function for FWS Supervisors is reviewing student timesheets for accuracy and submitting them to the Financial Aid Office on time. The supervisor's signature on the student timesheet is verification of correct hours worked. Timesheets must be submitted to K:\Federal Work Study for the appropriate award year (Timesheets folder) with appropriate budget string(s) and signatures. Late timesheets will delay the student's paycheck. There are NO provisions for emergency paychecks.

It is recommended to have the student employee complete the timesheet each day worked rather than leaving it to memory at the end of the month. FWS payroll checks are disbursed on the 10th of each month. Please inform students to set up direct deposit through [eservices](#) so funds can be deposited in student's bank account.

#### Important Timesheet Reminders

- Submit completed timesheets monthly on time, due dates will be announced via email.
- Verify that student hours are accurate and include both student and supervisor's signature.
- Ensure no hours are reported on a Los Rios Holiday and prior to Start Date on Intent to Employ.
- Pay period is the 25th of the month through the 24th of the following month.

- Hours on timesheet that exceed student's eligibility must be charged to the department budget
- Students may work up to 26 hours per week when classes are in session and no more than 8 hours per day or 40 hours per week when classes are not in session depending on the student's award and area needs.
- Overtime is not permitted.

### Sick Leave

Any sick leave a FWS student accumulates for a given pay period may not be paid out of their respective FWS budget strings. According to the Department of Education, federal aid including FWS may not be used to provide fringe benefits such as sick leave, vacation pay, or holiday pay, or employer's contribution to Social Security, workers' compensation, retirement, or any other welfare or insurance program. Sick leave earned by FWS students must be paid out of the departmental budget string. For questions regarding the setup of a departmental budget string for sick leave accumulated by FWS students please contact the Business Services Office.

### Monitoring Hours

FWS Supervisors are responsible for keeping track of hours worked and the balance remaining after each pay period ensuring that students don't exceed their allocated award. It is important to know when the exact last day to work will be as remaining hours decrease. Departments are liable for any earnings beyond the hours for which their FWS student was authorized.

FWS Supervisors must also ensure that a 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.

### Important Tips

- Know how much FWS money was awarded by reviewing the Award Notification form.
- Keep an ongoing balance of student's hours and review with your FWS student employee.

### Reporting Changes

Report any changes to the Financial Aid Office. Changes may include the following:

#### Terminations

If the work-study student employee quits or if the work-study student employee cannot meet the requirements of the job (i.e., unable to do the work, not following directions), FWS Supervisor must terminate the student and email BSO and FWS Coordinator. Please include the student's last day worked in the email and attach the "Intent to Employ – Student Employee Revisions – Form P-103C-R" form available [online](#).

Students will be terminated from their FWS employment if they:

- **Drop** below 6-units at any time during the semester
- **Do not maintain** Satisfactory Academic Progress (SAP)
- **Earn** their entire FWS award and have no remaining eligibility

### Requesting additional hours

Additional hours can be awarded to students if funding is available, and student has unmet need. FWS Supervisor must request for an increase in the student's hours to the FWS Coordinator via email. Include in your email student's name, Employee ID#, and \$ increase (projected through the end of the fiscal year or the employees last day of employment).

### Record Keeping

Maintain a student employee file to include:

- Copy of Federal Work Study (FWS) Request Form
- Copy of FWS Award Notification Form
- Copy of the Intent to Employ form
- Copies of all timesheets
- Work sheet/Balance sheet (showing hours awarded and hours worked)
- Emergency contact number

### Tips & Suggestions for Problem Areas

Disciplining student employees can be a difficult area of supervision. Listed below are several ideas and suggestions in dealing with potential problems:

- Address the problems (or potential problems) as they arise
- State your expectations for the position
- Outline procedures and tasks clearly
- When possible, give written directions
- Discuss alternatives with the student
- Keep a copy of the work schedule in a central location

[Return to Table of Contents](#)

## Forms

Students who wish to work on or off campus are required to fill out the appropriate forms in the Employment Packet. As a FWS Supervisor, one of your responsibilities is to ensure that all this is in accordance with Campus/District Policy. A student may not work until **all** paperwork is completed correctly.

In addition to the Employment Packet, the FWS program requires additional internal/campus forms to be completed for processing/awarding FWS students. The following forms are required:

1. Federal Work Study Job Announcement Form:
  - **All** new and continuing FWS Supervisors must submit the Job Announcement Form each award year (Fall/Spring/Summer). The Job Announcement Form can be found [online](#).
  - The Job Announcement form provides FWS students the ability to apply for various job opportunities.
2. College Financing Plan:
  - Student brings their College Financing Plan to the FWS Supervisor during the interview.
  - The College Financing Plan informs FWS Supervisors of the student's unmet need. This will assist in determining the award amount you would like to request.
3. Federal Work Study Request Form:
  - Supervisor completes a Federal Work Study Request Form.
  - Top section: fill in required information.
  - Bottom section: read over and sign/date form.
4. Federal Work Study Award Notification Form:
  - Financial Aid Office emails FWS Supervisor.
  - FWS Supervisor attaches Award Notification to completed Employment Packet and forward to BSO
  - FWS Supervisor ensures that hours worked do not exceed the \$ awarded.
  - FWS Supervisor uses the assigned Budget String to complete the Federal Work Study timesheets.
5. Federal Work Study Timesheets:  
Supervisor must:
  - Verify the accuracy of hours submitted by student.
  - Enter the "Number of days worked during the month".
  - Enter the appropriate budget string (Refer to the Work-Study Award Notification form).
  - Ensure student has signed and dated timesheet.
  - Sign and submit timesheets monthly on time to Financial Aid.

[Return to Table of Contents](#)

Federal Work Study Job Announcement Form



**Federal Work Study  
Job Announcement**

**Award Year:** 2022 - 2023 (July 1, 2022 - June 30, 2023)

**Campus:** FLC **Department:** Financial Aid

**Job Title:** Student Assistant

**Supervisor:** Ali Padash

**Phone #:** 916.608.6648

**No. of Positions:** 2 **Position Filled:**  Yes  No

**Application Deadline:** Open Until Filled

**Job Description:**

The Student Assistant will serve as the first point of contact and support a variety of functions within the Financial Aid Office at Folsom Lake College. Duties include but are not limited to:

- Provide information and guide current students/parents throughout the financial aid process.
- Contact incoming students to secure documents necessary to complete files and verification.
- Enter all correspondence and communication with students into PeopleSoft FA Management System.
- Assists students, families, faculty, and staff in person via zoom, phone, or email.
- Acts as customer service liaison to students, parents, and general public.
- Process California College Promise Grant and additional documents with appropriate training.
- Other related duties as assigned.

**Skills Required:**

- Ability to work collaboratively with fellow colleagues. Be a team player.
- Ability to interpret regulations and respond appropriately.
- Maintain confidentiality of student records and financial aid information.
- Computer skills with knowledge of Microsoft Word and Excel (spreadsheets).
- Detailed-oriented with excellent organizational skills.
- Reliable and report to work on time.
- Must have excellent communication and customer service skills.

**Work Hours:**

Ability to work up to 26 hours per week (flexible – will work around school schedule).

Please submit a resume to the Financial Aid Office to be considered for this position.

## College Financing Plan

Students can print a copy of their award notice in eServices. Click on “Financial Aid” tile, select the year, go to the award information page, and click on the “Summary” link.

Award Description/Category	Award Status	Net Award	Disbursed
FLC Federal Pell Grant Grant	Accepted	872.00	872.00
FLC CA College Promise Grant Waiver	Accepted	1,288.00	0.00
FLC Federal Work Study Work/Study	Accepted	12,500.00	9,588.00
<b>Totals</b>		<b>14,660.00</b>	<b>10,458.00</b>

Currency used is US Dollar

[Account Balance](#)

Based on review of your Free Application for Federal Student Aid you have been awarded the listed aid. It is intended to help you fill the gap between your ability to pay, your expected family contribution or EFC, and college costs, or the cost of attendance or COA. Additional loan funding may be available. Contact the Financial Aid Office for more information.

The College Financing Plan is a standardized federally accepted award notice

Federal Work Study 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 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, 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 FAO. The FAO 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: \_\_\_\_\_

916-608-6646 ■ www.flc.losrios.edu

Los Rios Community College District

Federal Work Study Award Notification Form



**Federal Work Study Award Notification  
2022-2023**

**REMINDERS**

1. Supervisors must submit a completed employment packet along with a copy of this Work Study Award Notification form to the department supervisor or area dean. The cost of fingerprint processing must be charged to the department budget requesting employment.
2. Students may not start work until the Federal Work Study supervisor and the Financial Aid Office receive a copy of the Intent to Employ via email from the Business Services Office.
3. 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).
4. Supervisors must ensure that 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.
5. Supervisors must submit time sheets in K:\Federal Work Study by the date on the monthly email they receive, with appropriate budget string(s) and signatures. Failure to do so will cause a delay in the student’s paychecks. There are **NO** provisions for emergency paychecks.
6. 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.

Student Name: \_\_\_\_\_ SID: \_\_\_\_\_

Work Study Positions	Fall	Spring	Total
<input checked="" type="checkbox"/> Federal Work Study (FWS)			\$0.00
Budget #: GENFD 2304 12 FL.VS.FAOF 64900 350A			
OR			
<input type="checkbox"/> Community Service			\$0.00
Budget #: GENFD 2304 12 FL.VS.FAOF 64900 350B			
OR			
<input type="checkbox"/> Community Service			\$0.00
Budget #: GENFD 2304 12 FL.VS.FAOF 64900 350C			
OR			
<input type="checkbox"/> Bookstore Work Study			\$0.00
Budget #: GENFD 2304 12 FL.VS.FAOF 64900 350D			
OR			
<input type="checkbox"/> Cafeteria Work Study			\$0.00
Budget #: GENFD 2304 12 FL.VS.FAOF 64900 350E			
OR			
<input type="checkbox"/> Federal Work Study (FWS) - 25%			\$0.00
Budget #: GENFD 2304 12 FL.VS.FAOF 64900 350F (25%)			
AND			
<input type="checkbox"/> Cal Works Work Study (CWS) - 75%			\$0.00
Budget #: GENFD 2314 12 FL.VS.WORK 64900 592E (75%)			

Supervisor(s)\* Requesting Work Study for this student:  
 1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_

*\*If more than one supervisor is requesting work study for this student, it is the supervisor’s responsibility to communicate with one another to determine a working schedule so that the work study student does not exceed the \$ amount awarded.*

