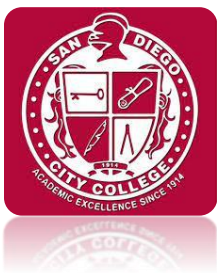




# San Diego City College

## Federal Work-Study Student Handbook





# FEDERAL WORK STUDY STUDENT HANDBOOK



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## **INTRODUCTION TO THE FEDERAL WORK-STUDY PROGRAM**

**The Federal Work-Study (FWS) program provides eligible financial aid students with part-time jobs.** FWS offers jobs to undergraduate students with financial needs allowing them to earn money to help pay education expenses. The program encourages community service work and work related to the student's course of study. FWS provides part-time employment while you are enrolled in school and is available to full-time or part-time students. Work-study earnings are a supplemental part of the financial aid package to meet education expenses. Students must submit a Free Application for Federal Student Aid (FAFSA) and qualify before working in FWS positions. The funding for student wages comes from the federal government and is paid through the Federal Work-Study Grant.

**The program is need-based.** The term “need-based” is a designation that is based on a student's financial need. For example, a need-based grant might be awarded based on a student's low income. The level of financial aid need is determined by the Department of Education when a student completes the FAFSA. The Department of Education uses this application to determine your [expected family contribution](#) (EFC). The FAFSA is the first step in detailing a family’s financial information.

**Work-study funds are assigned based on the Federal Work-Study budget.** Work-study funds are awarded the knowledge that a student might or might not use the full assigned award. There is also no guarantee that a student will be able to earn the full offered amount however the full amount might be increased on a case-by-case basis as needed.

## **STUDENT ELIGIBILITY**

- Enrolled in at least 6 units for the awarded semester(s).
- Enrolled at City, Mesa, or Miramar but must be receiving Financial Aid at City College
- Have an unmet need of at least \$8,000
- Have met the Satisfactory Academic Progress (SAP) standards in Good Standing
- Be able to work minimum of 20 hours and a maximum of 25 hours a week

- Must meet SDCCD COVID-19 vaccination policy.

## HOW TO APPLY FOR FWS JOB

**STEP 1.** Fill out the [Free Application for Federal Student Aid](#) (FAFSA).

**STEP 2.** Complete your financial aid file. Go to [mySDCCD](#) and View My To-Do List in the Financial Aid section. Check for any missing items to submit at the Financial Aid Office.

**STEP 3.** Add your name to be considered for Federal work-study. [Sign-In](#) to the FWS online form in the Financial Aid website. Students will be offered work-study from this list, first come, first serve. If all FWS positions are covered, your name will be placed on a waitlist as other students decline their offer or do not qualify for an FWS job. Due to funding constraints, being placed on a waitlist does not guarantee that you will be offered work-study. Supervisors might also request specific skills and students have to add their names on the [Sign-In](#) online form.

**STEP 4.** Meet with the FWS coordinator (by appointment) to discuss the job position before placement. Placement will be determined upon availability and the student's interest.

**STEP 5.** Wait to be contacted by the Federal Work-Study Team by e-mail or phone when a position is available. If they qualify for FWS, students should reply within a week for the initial interview and initial paperwork. If a student does not respond promptly, the position will be offered to the next person on the waitlist.

## FWS INITIAL PROCESS OF GETTING PLACE TO WORK

The FWS team will complete the paperwork and will be submitted to business services (it may take several days). Business services will contact students via e-mail with a welcome letter and instructions to complete the remainder of the hiring paperwork. You may not begin working until **all hiring paperwork**, including the Live Scan and the TB skin test, has been completed and submitted to business services and Human Resources. An

approximation of the full process is 4 to 6 weeks. The final approval to begin working comes from FWS Coordinator.

**Steps Prior to Placement.** Meet (by appointment only) with the FWS Coordinator to determine the placement to be working. The Work-Study Referral Form will be given during this last interview, so the student collects the supervisor's signature and date before starting work; then brings it to FWS Coordinator.

## **STUDENTS RESPONSIBILITIES**

Supervisors, as well as students, are responsible for monitoring worked hours. The student and supervisor are responsible for keeping track of the hours used to ensure they are not exceeded. The Financial Aid department will not pay for any hours worked beyond those authorized.

During any semester, FWS students cannot work more than 25 hours per week, or more than 8 hours in a day. FWS students cannot work holidays or weekends. FWS does not allow working from home or working when the College is closed. If a student worked four or more hours, you are entitled to a 15-minute break. FWS students must take a 30-minute (unpaid) minimum lunch after six consecutive hours and 15 minutes break, not at the same time. If you work 8 hours, you are entitled to take two 15-minute break and 30 minutes of unpaid lunch (not at the same time).

To be eligible, students must be continuously enrolled at least half-time (6 units). If they drop to less than half-time, they are no longer eligible. During periods of non-enrollment, such as winter break and intersession, students cannot work more than 25 hours per week or more than 8 hours per day. FWS students are not allowed to work after June 30<sup>th</sup> because this is the end of the fiscal year. Keep in mind that working more hours only uses allotted hours quicker and there is no guarantee that an initial work-study award will be increased during the year.

### **Remember:**

- Report to work promptly when scheduled.

- Notify your supervisor as soon as possible when you will be late or unable to work.
- Refrain from conducting personal business on the job.
- Dress appropriately for your work location.
- Adhere to the confidentiality of the job and the department.
- Work study students are subject to the same performance, discipline, and termination standards as any other employee. Being a work-study student does not afford special privileges or protection.
- Live by our code, [Code of Conduct](#).

Students are responsible for meeting the Financial Aid [Satisfactory Academic Progress](#) (SAP) standards in order to maintain eligibility for federal work study. Students awarded work study for the Fall semester must have summer grades evaluated prior to beginning employment. If the satisfactory academic progress standards are not met, the student must file an appeal to have financial aid, including work study, reinstated. Approval is not automatic. Once the student is approved for financial appeal, student might be considered to participate in FWS. If a school department ask a student to work before the academic progress is evaluated or continues to work a student who has been disqualified, those hours will not be paid by FWS program.

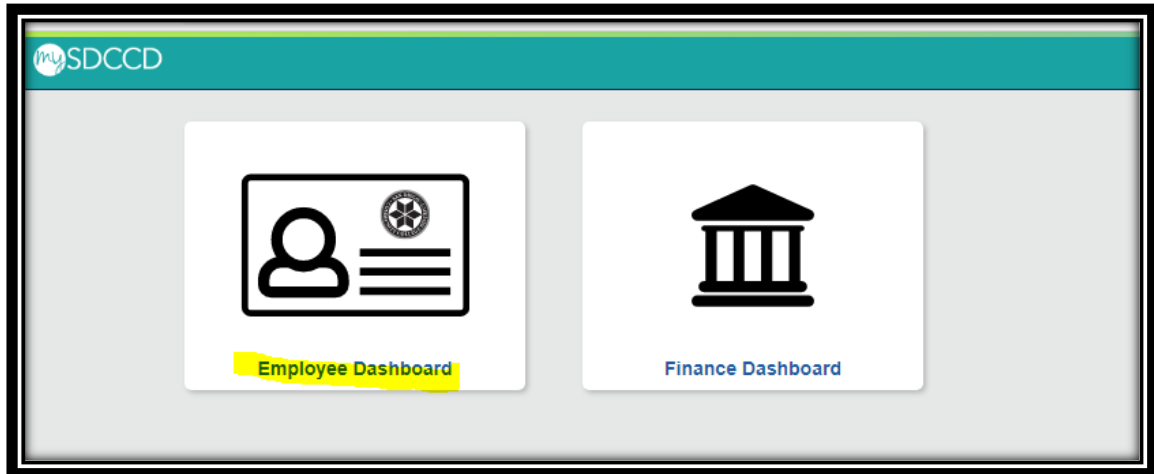
## **TIMESHEETS**

Timesheets must be collected by Supervisors and send them via e-mail to Lorie Mendoza at [lmendoza@sdccd.edu](mailto:lmendoza@sdccd.edu). Timesheets are due **weekly on every Monday before 5:00 p.m.** Late time sheets will result in the student not being paid until a month later. The time sheet must be completed in PDF, signed and dated by the student and supervisor (electronic signatures are ok), and must specified the student's work schedule. Students are paid on the 10<sup>th</sup> of each month. Checks are mailed to the student's home address unless the student has initiated Direct Deposit through the student portal. Be advised, that the first check will always be mailed to the student's home address, the following checks will be direct deposit. Your student Id number is now your employee ID number. The timesheet must be submitted as PDF format only. Screenshots or pictures will not be accepted and might delay the process.

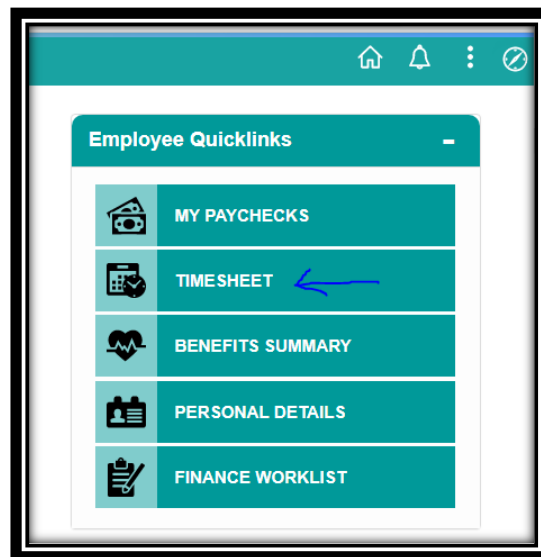
## Steps to Complete a Timesheet

### a) Instructions to FWS Students

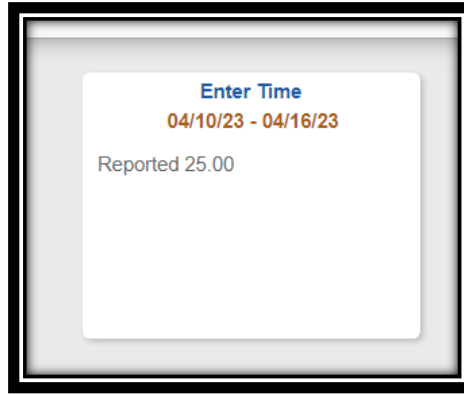
1. Log in to your student portal to see if you can view the Employee Dashboard and click on it.



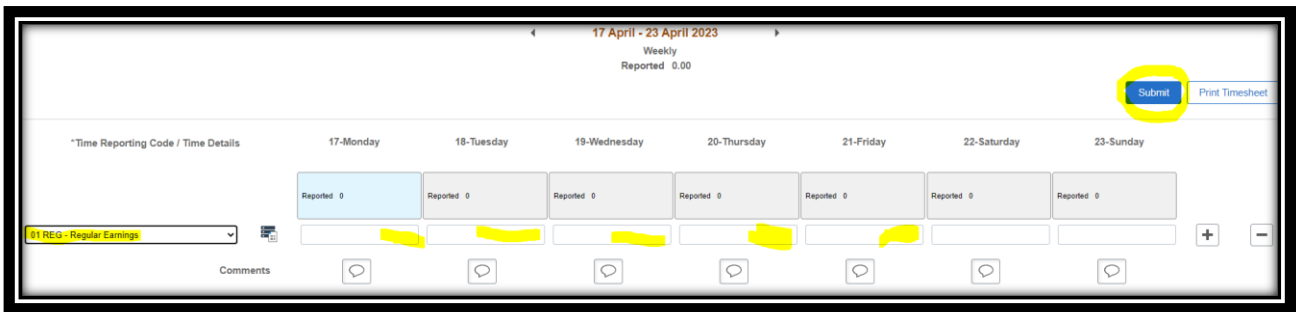
2. Use the Employee Quick links to click on TIMESHEET. It is located on the right side of the screen.



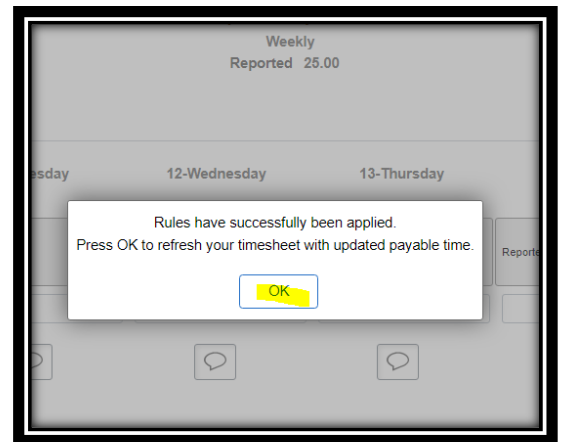
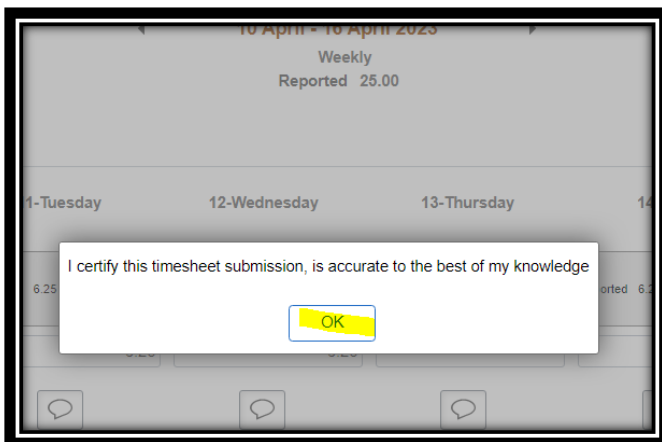
3. Click on Enter Time



4. Input worked hours on each day and submit. Click OK to certify the timesheet

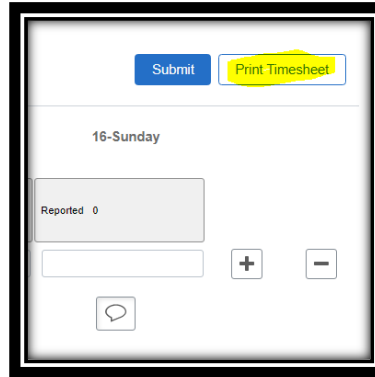


5. Click OK to certify the timesheet and click OK to refresh your timesheet.





6. Click on Print Timesheet



7. Make sure to add worked hours, employee signature & date and supervisor signature & date.

**Timesheet**

Date: 2023-04-10  
 Employee ID: [REDACTED]  
 Name: [REDACTED]  
 Department: [REDACTED]

Employee Record: 0  
 Jobcode: —

Timesheet Data:

Day	Date	TRC	Quantity	Reported Status	Elements
Monday	2023-04-10	REG	6.25	SB	REG, H, PST, N, ONL, 0, PSNONCATSK, 8:45 am -3:30 pm
Tuesday	2023-04-11	REG	6.25	SB	REG, H, PST, N, ONL, 0, PSNONCATSK, 8:45 am -3:30 pm
Wednesday	2023-04-12	REG	6.25	SB	REG, H, PST, N, ONL, 0, PSNONCATSK, 8:45 am -3:30 pm
Friday	2023-04-14	REG	6.25	SB	REG, H, PST, N, ONL, 0, PSNONCATSK, 8:45 am -3:30 pm

← Worked hours

Total Reported Hours :

Day	4/10 Mon	4/11 Tue	4/12 Wed	4/13 Thu	4/14 Fri	4/15 Sat	4/16 Sun	Total
Reported Hours	6.25	6.25	6.25	0.00	6.25	0.00	0.00	25.00

Statement Not Available

Employee Signature: [Signature]  
 Date: 4/10/2023

Approver#1 Signature: Alisia Rincon  
 Date: 04/10/2023

Approver#2 Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_

8. Saved timesheet as PDF and Submit it to the supervisor.

**b) Instructions to Supervisors**

- Signed and date all FWS student’s Timesheets
- Saved them as PDF
- Email them to [lmendoza@sdccd.edu](mailto:lmendoza@sdccd.edu) every Monday before 5:00 p.m.
- Timesheets with any missing information could delay the process

Feel Free to Reach Out Anytime, We Will Be Happy to Assist You Fin Aid Office (619)388-3501

FWS Team: Lorie Mendoza Coordinator [lmendoza@sdccd.edu](mailto:lmendoza@sdccd.edu)

Debora Cazares, [dcazares@sdccd.edu](mailto:dcazares@sdccd.edu)

Jazmine Soto, [jsoto@sdccd.edu](mailto:jsoto@sdccd.edu)