Student Financial Services

Federal Work-Study Program
Online Orientation

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THIS ONLINE ORIENTATION WILL COVER:

• What is Federal Work-Study?

• Program Eligibility

• Federal Work-Study Application Process

• Award Specifics

• Work Hours and Pay Claims

• Student Worker Do’s and Don’ts

• Contact Information
WHAT IS THE FEDERAL WORK-STUDY PROGRAM?

Federal work-study is a federal program that provides part-time employment for students who demonstrate financial need (applying through the Federal Application for Student Aid – FAFSA) and are enrolled in at least half-time (6 units or more).

Students who are eligible must complete the Federal Work-Study job placement process in order to be placed in jobs on campus. This is a first come, first serve placement and funds are limited so students are encouraged to apply early.

Students in the FWS program may work up to 20 hours per week and current pay is $10.00 per hour. Wages are paid monthly directly to the student. FWS funds may be earned during fall and spring semesters (there is no FWS during summer semester).
PROGRAM ELIGIBILITY

- US citizen or permanent resident.
- Have a financial need of at least $1000.00 (this is determined by the FAFSA application).
- Must be enrolled at least half-time: 6 units or more and maintain at least half-time enrollment (enrollment is continuously monitored).
- Must remain in good academic standing meeting the Satisfactory Academic Progress (SAP) standards*:
  - 2.0 cumulative GPA
  - 67% completion rate

*For more information on SAP click on the following link:

*Students in a degree program who have reached 90 attempted units or more and students in a certificate program who have reached 45 attempted units or more are not eligible for federal work-study funds at the community college level.
Program Eligibility Continued

• Students must re-apply for financial aid each year and complete the FWS program process.

• The FWS positions are located on east and west campus, and offer flexible scheduling to coincide with student schedules. Some of the departments that hire FWS students are:

  • Admissions Office
  • Behavioral & Social Science Department
  • Counseling
  • Cafeteria & Convenience Store
  • Computer Labs
  • Literature & Language Arts
  • Pirates Bookstore
  • Student Financial Services &

  many more on campus departments!
Interested students must file a FAFSA for the school year they wish to apply. Students may file a FAFSA for the coming school year beginning January 1st at www.fafsa.gov

Students must indicate on their FAFSA application that they are interested in federal-works study.

Students must submit a FAFSA as soon as possible from the date it becomes available.
Once the FAFSA application is processed and the information is sent to Modesto Junior College, the Student Financial Services Office will send students notification to their MJC email accounts that their FAFSA information has been received. All notifications are sent to the student’s MJC email account.

Students will get an additional notification requesting any documentation needed to complete their application. Students must submit ALL requested documentation as soon as possible.

Once the review of the application and documents is complete, the Student Financial Services Office will determine all types of aid the student is eligible for, including FWS. An award offer will be emailed notifying the student of their eligibility.

Those students awarded FWS will also receive an email with a “Federal Work-Study Interest” form.
The Federal Work-Study Interest form students receive will include the instructions on what to do next and the FWS award information.

Example:

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STUDENT FINANCIAL SERVICES
2013-2014 FEDERAL WORK-STUDY INTEREST FORM

FWS AWARD: $5,120.00
Fall: $2,560.00   Spring: $2,560.00
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- The award amount listed is the total gross dollars the student may earn during the award period which is divided into fall and spring semesters.
- Award amounts vary from $1000.00-$6,400.00 for the year (fall and spring-there is no FWS during summer semester) and are dependent upon each student’s financial need and available funding.
- The student must work the hours to receive the award monies and the student may or may not earn his/her entire award. Funds are NOT carried over to the next semester or school year.
Once students who were awarded FWS receive the email with the “Federal Work-Study Interest” form, they must complete and submit the form as soon as possible to the Student Financial Services Office. In order to complete the form the student must:

1. View available FWS positions on campus: [Job List](#)

2. The student must contact the person listed for the position they are interested in. Some positions will have several openings and may require an interview.

3. The FWS Interest form must be fully completed and signed by both, student and department manager) and submitted to the Student Financial Services Office by fax, mail, or in person as soon as possible as FWS funds are limited.

**Note:** Not all eligible students will receive FWS.
FEDERAL WORK-STUDY APPLICATION PROCESS CONTINUED

- Upon receiving the FWS Interest form, the Student Financial Services Office will send the student an email regarding the request for Federal Work-Study.

- If approved, the student will receive a “New Student Hire Packet” or “Returning Student Hire Packet.” This packet must be completed (signed by both student and the department where the position is at) and submitted to the Student Financial Services Office.

- FWS students are hired through the school district, Yosemite Community College District, and all new employees require to undergo fingerprinting for criminal history background checks. Students are responsible for paying for any associated fees.

- Returning FWS students are not required to re-do any fingerprinting background checks as it is already on file.

**FWS students cannot begin working until they have been cleared.**
WORK HOURS & PAY CLAIMS

• FWS students have flexible schedules they arrange with the department manager based on their school schedule. A student may NOT work during scheduled class times.

• Students enter the hours worked for each pay period monthly and electronically through their PiratesNet account under “Time Entry.”

• Click here to access the Student Worker Web Time Entry:
  A Step-by-Step Guide for Student Workers on How to Submit an Electronic Pay Claim.
WORK HOURS & PAY CLAIMS

• Students submit the hours worked during that pay period and the assigned manager will electronically “approve,” “modify,” or “reject” the hours reported.

• An email will be sent to the student’s MJC email account when:
  • Management approval has occurred.
  • Time is “rejected” or “modified” by the assigned manager.

• Students must complete and electronically sign Time Entry at the end of each pay period:
  • Each pay period ends on the 20th of the month.
  • Students will get paid on the 15th of the following month.
WORK HOURS & PAY CLAIMS CONTINUED

Be sure to accurately record your hours on your time entry and remember to follow these guidelines:

• Students are entitled to a 15 minute break for every 4 hours worked.

• Meal breaks are UNPAID and mandatory:
  • Shifts lasting 6 hours or more require a 30 minute meal break. This 30 minute break CANNOT be included on the pay claim.
  • Shifts lasting 8 hours require a 1 hour meal break. This 1 hour meal break CANNOT be included on the pay claim.

Be sure to accurately record your hours worked. Any student who intentionally submits fraudulent time sheets is subject to immediate termination and removal of the FWS award.
WORK HOURS & PAY CLAIMS
CONTINUED

• FWS students sign up for payroll direct deposit or have their check mailed.

   **NOTE**: FWS earned funds will **NOT** be deposited into the Higher One card. Students can sign-up for direct deposit with the district and submit a Higher One direct deposit form. Click here to access it: [tp://www.myonemoney.com/value/deposit-options](http://www.myonemoney.com/value/deposit-options)

• Earnings are subject to all applicable federal, state and local taxes.

• FWS students will receive W2’s at the end of the year or can sign-up to receive them electronically through PiratesNet under “W-2 Statements-2010 & Later”.

• FWS students are part-time and paid for the hours worked. Students will not be paid for holidays, vacation days, and are not eligible for unemployment benefits nor disability benefits.
CONFIDENTIALITY

Students that are hired under the Federal Work-Study program are YCCD district employees and have access to confidential information. FWS students sign a “Confidentiality Statement” when hired and must adhere to what it states:

“Material that is confidential is “imparted in confidence; secret; having to do with private matters”. In other words, we have been entrusted by students, your unit’s employees, Modesto Jr. College, Columbia College and the YCCD, with private information in order to better serve them and our community. This material does not belong to us; it belongs to the people who have entrusted it to us. We are not free to share any of the content of this material, or the names or any other information about the persons, units, departments or divisions to whom it belongs or about whom it is written or concerns. This means that we must not speak of this material to anyone but authorized person, and then, only when we are working with those persons on matters pertaining to this material. Even when working with confidential documents in an official capacity, it is important that we to not speak of them or leave them in areas where unauthorized persons may overhear related discussions or read these materials. It is not ok to discuss this material with other employees during lunch or breaks, nor it is acceptable to speak about them in classes or at home with your family and friends. It is also important that you realize that once you are no longer employed as an MJC or CC or YCCD employee, or after you leave these entities, you are not at that point free to divulge to anyone information that you used or learned while you were working here.” –YCCD Confidentiality Statement for Student Workers
DO’S & DON’TS

You should follow the same guidelines as you would in any job for FWS positions. Here are some Do’s:

• Be punctual and maintain your established work schedule. If you are unable to work any assigned hours, contact your supervisor immediately.

• Always discuss future absences or scheduling conflicts with your supervisor in advance.

• Perform all tasks to the best of your ability. If you have any questions or problems, consult your supervisor.

• The work area is a place of business. Conduct personal phone calls and visitations during your breaks.

• Act professionally and dress appropriate for work. Remember you are not only a student, but an employee representing the college.
DO’S & DON’TS

Here are some Don’ts:

• Do not work during class time. Working during class time is only permitted if the class is cancelled.
• Do not study, sleep, or read during work hours.
• Do not surf the internet or social media while at work.
• Do not take extended breaks.
• Do not come to work if you are severely sick. Call your supervisor and let them know you are ill.
• Do not perform any tasks that are not directly related to your position.
  • Ex. Light cleaning is permitted, but maintenance cleaning such as mopping or climbing on high places is not permitted. Facilities should be contacted by the department if such a task is needed to be completed.
DO’S & DON’TS

Students are prohibited from:

• Unauthorized disclosure of confidential information or falsifying information.

• Use of any college equipment including office supplies, computers, mail or phone service for personal use.

• Threatening, attempting or doing bodily harm to another person.

• Using alcohol or illegal drugs during work hours or reporting to work under the influence.

• Possession of weapons.

• Falsification of hours on time cards.

• Theft of money, equipment, personal or college property.
CONTACT
For more information or if you have questions regarding Federal Work-Study contact:

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