



**San Joaquin Delta College
Financial Aid & Veterans Services
Federal Work-Study (FWS) Program
2012-2013**

Quick Reference for FWS
Supervisors

_____ To hire/advertise for a FWS student, there must be a Job Announcement on file with Financial Aid & Veterans Services. Contact Michelle Castanon x6155 or LaTanya Payne x6156 to receive the link for the necessary forms.

_____ Interview student(s). New students will have a FWS Folder.
_____ Continuing students will have a blue award slip. The award slip will have the student name, award amount, and due date.

_____ Once hired, Hiring Department will complete Section II of FWS Job Referral with Job Title, and signatures of Supervisor & Division Chair, Quali Account Number, Quali Object Code, and rate of pay (refer to the FWS Salary schedule for job titles and rate of pay).

_____ Give referral back to student, at this time student must return the FWS *Initialed* Contract and FWS Signed Referral in **PERSON** to Financial Aid & Veterans Services.

_____ If student is new to FWS, remind him/her to submit completed employment application, fingerprints, & TB test results to SJDC Human Resources (application, & TB test referral can be picked up in Financial Aid or in HR).

_____ Once the referral process is complete, supervisor will receive a copy of the completed referral from the Financial Aid Office (via e-mail). A second e-mail with the award amount and documents marked as received.

_____ Assist student in keeping track of hours worked on timecard. **THIS IS THE RESPONSIBILITY OF SUPERVISOR & STUDENT.** Earnings in excess of the FWS award are charged back to the employing department as non-subsidized student employment for which the department assumes 100% liability for the student's wages.

_____ If student is terminated for any reason, SUPERVISOR needs to complete a FWS Termination form and return to Michelle Castanon or LaTanya Payne in Financial Aid & Veterans Services.

_____ After hired if student doesn't have any payroll activity for one month FWS Award will be cancelled unless you notify Michelle Castanon or LaTanya Payne in writing.

Additional Information

Students:

- Must be enrolled in minimum of 6 units & maintain a GPA 2.0
- Can work up to 20 hrs. per week during school/8 hrs per day
**40hrs. per week during breaks.
- Students can work up to 2 on-campus jobs. If students works at 2 on-campus jobs, the maximum hours between both jobs cannot be more than above
- Distribution of student's hourly pay: Federal Work-Study 100% FWS
- All FWS forms and general information available on Website:
<http://www.deltacollege.edu/dept/wkstudy/jobs/FWSFORSUPERVISORS.html>

NOTES: