



SAN JOAQUIN DELTA COLLEGE
Financial Aid & Veterans Services
<http://finaid.deltacollege.edu>

QUICK REFERENCE FOR FWS SUPERVISORS

_____ To hire/advertise for a FWS student, there must be a job description on file with Financial Aid & Veterans Services. Contact Rosie Huerta, ext: 6155 or LaTanya Payne ext: 6156 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, due date of when they need to return their documents, and the award amount.

_____ Once hire student, complete Section II of FWS Job Referral with Job Title, signatures of supervisor & Division Chair, Kuali account number, Kuali 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.

_____ 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.

_____ 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).

_____ Assist student in keeping track of hours worked on **GOLD** timecard. **THIS IS THE RESPONSIBILITY OF SUPERVISOR & STUDENT.**

_____ If student is terminated for any reason, **SUPERVISOR** needs to complete a FWS Termination form and return to Rosie Huerta 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 Rosie Huerta 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/40 hrs. per week during breaks.

Distribution of student's hourly pay:

Federal Work-Study

100% FWS