



Checklist for Federal Work Study Supervisors

- 1. Job Announcement/s:** In order to be a FWS Supervisor, one must have a FWS job announcement on file in the Financial Aid & Scholarships Department. Please contact Alma Ponce at alma.ponce@deltacollege.edu for job announcement form.
 - 2. Interview Student:** Student must have the approval from the Financial Aid & Scholarship Department to begin the FWS process and should bring a printed email sent by the FWS coordinator to the interview. If the student is not awarded FWS, please direct them to Alma Ponce at alma.ponce@deltacollege.edu
 - 3. FWS Referral:** The student will receive a FWS referral form to complete. After they complete their portion, please obtain the form to complete Section II and return the form to Alma Ponce via email. The referral will be sent to the student and they will need to submit the referral with their completed HR packet. IPlease make sure you enter the Kual Account# as well as the General Fund Account#. If you don't know your Kual Account #, Kual Object Code or General Fund Account ,contact your division office or Fiscal Services at 209-954-5022.

*If the student is in the CalWORKs program, they will need to get a different referral. Please refer the student to contact Selina Mendoza in the CalWORKs department at 209-954-5759 for further instructions.
 - 4. Employee Orientation:** If the student is new to FWS, remind them to attend the Human Resources Employee Orientation. All FWS students must be cleared through HR before they can begin work.
 - 5. Approval e-mail:** An email will be sent to the Supervisor with the approval for the student to begin work. A copy of the FWS Referral form will be sent via email or via campus mail for your records.
 - 6. ESS: It is the responsibility of the Supervisor and the student** to keep track of hours and confirming hours in ESS (or manager of your dept). 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.
 - 7. Termination:** If the student is terminated for any reason, the Supervisor must complete a FWS Termination Form and return to Alma Ponce in Financial Aid & Scholarship Department.
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Important Information

FWS Students:

- Must be enrolled in a minimum of 6 units and maintain Satisfactory Academic Progress.
- Can work up to 20 hrs. per week during school/ 8 hrs. per day/40 hrs. per week during breaks (Not RECOMMENDED, Funds deplete sooner). CalWORKs Students **CAN'T WORK** 8 hrs. per day/40 hrs. per week during breaks.
- All FWS Forms and information can be found on:
<https://www.deltacollege.edu/student-services/financial-aid-and-scholarships/types-financial-aid/federal-work-study>