

Federal Work Study (FWS) Supervisor Orientation Part 1



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Agenda

- ▶ What is Federal Work Study (FWS)?
- ▶ Supervisor eligibility
- ▶ Student eligibility
- ▶ The FWS cycle
- ▶ The FWS hiring process
- ▶ How many hours can students work?
- ▶ Supervisor responsibilities
- ▶ Termination
- ▶ Questions? Contact us!

What is Federal Work Study (FWS)?

- ▶ A federal program that provides **part-time** jobs for students **with financial need**, allowing them to earn money while pursuing their education.
- ▶ The program encourages community service work and work related to the student's course of study.
- ▶ Students must meet eligibility criteria.
- ▶ Hiring FWS students does not cost your department anything.
- ▶ Cannot replace a classified position.

Supervisor eligibility

Eligible:

- ▶ Full-time Mt. SAC staff and faculty

Non-eligible:

- ▶ Part-time Mt. SAC staff and adjunct faculty
- ▶ Third party vendors
 - ▶ Sodexo
 - ▶ Bookstore
 - ▶ Outside employers

Student eligibility

To qualify for FWS, students must:

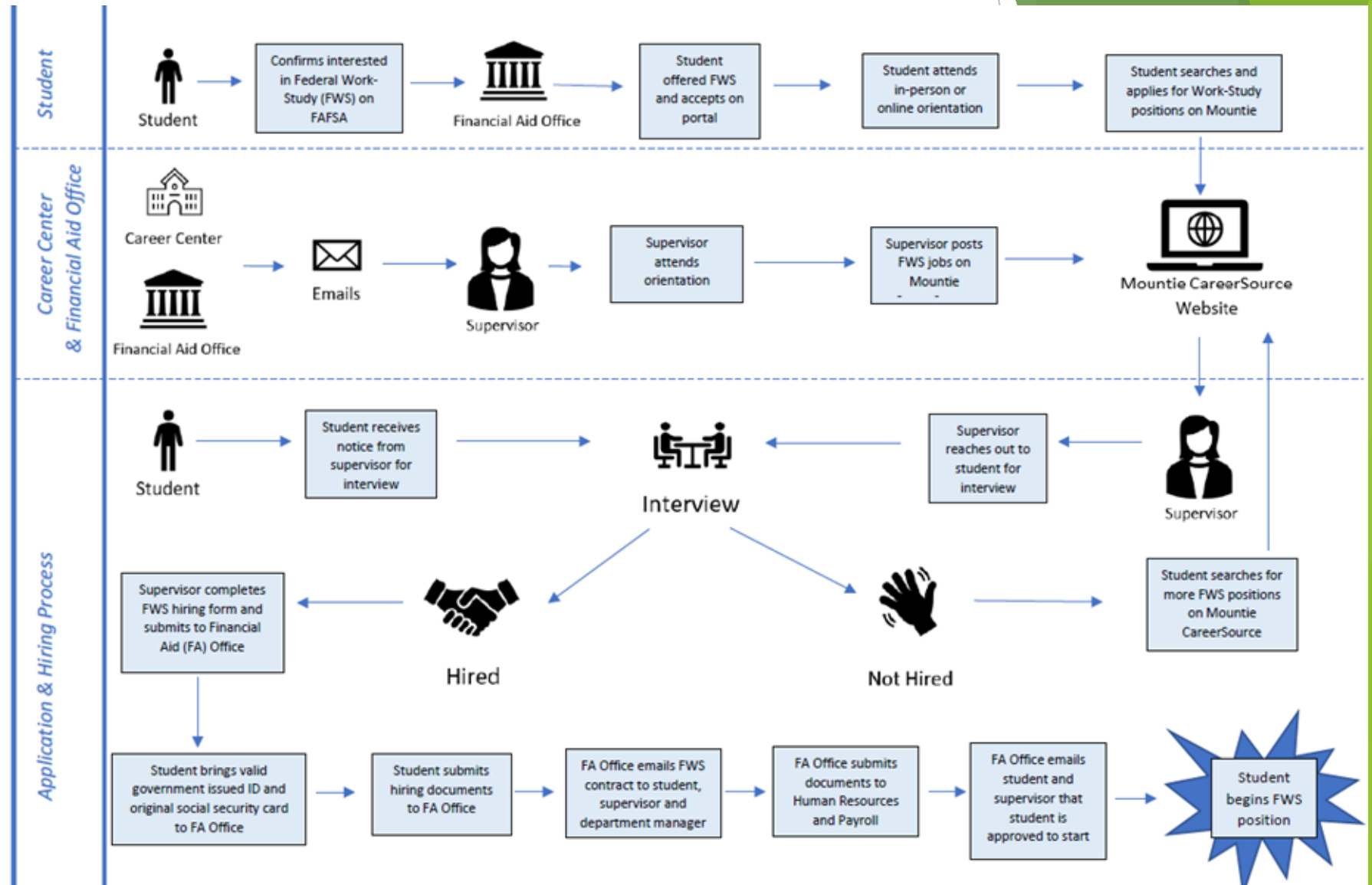
- ▶ Complete the [FAFSA](#) and check the "interested in work-study" box
- ▶ Maintain [Satisfactory Academic Progress \(SAP\)](#)
- ▶ Enroll and stay enrolled in a minimum of 6 units for Fall and Spring terms
- ▶ Show enough unmet need
- ▶ Be in good financial aid standing
- ▶ Have been awarded a Federal Pell Grant

The Federal Work Study (FWS) cycle

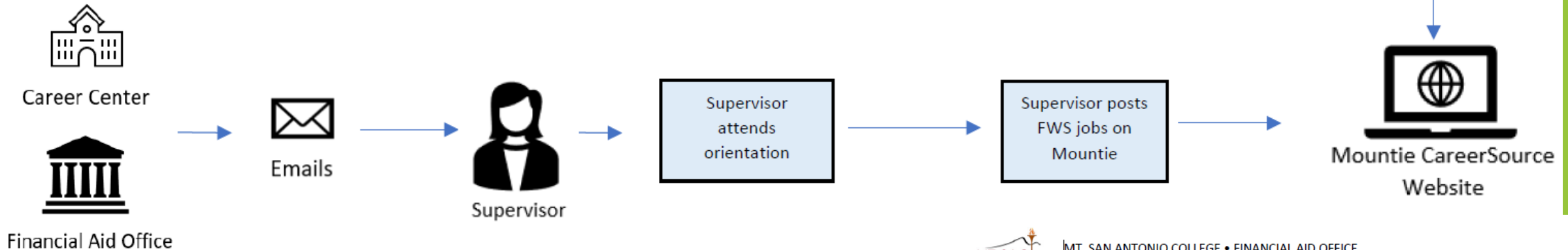
- ▶ Starts every Fall term and ends on June 30th.
- ▶ No FWS in July!
- ▶ The cycle starts all over every year.
- ▶ If you had a work study student last year, that does not mean that they automatically qualify again this year.
- ▶ FA department will mass award all eligible students around early August.
- ▶ Supervisors should post/repost job positions each Fall/Spring term.

FWS Hiring Process Flowchart

(click link for pdf)



FWS hiring process continued (1)



- Late July - early August: Financial Aid Office and Career Center notifies supervisors to attend FWS orientation and post jobs on Moutie CareerSource.
- Yearly orientation is mandatory.
- Supervisors **MUST** complete the FWS Orientation Acknowledgment form.
- Job postings **WILL NOT** be approved until we have it on file.



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Federal Work Study (FWS) Supervisor Orientation Acknowledgment form

(Yearly orientation for Federal Work Study (FWS) supervisors is required. FWS job positions will not be approved until this completed form is on file. You may find the orientation materials [here](#).)

FWS Supervisor eligibility

- Full-time Mt. SAC staff member or faculty.
- Part-time Mt. SAC staff member or adjunct faculty.
- Other _____

I understand the following:

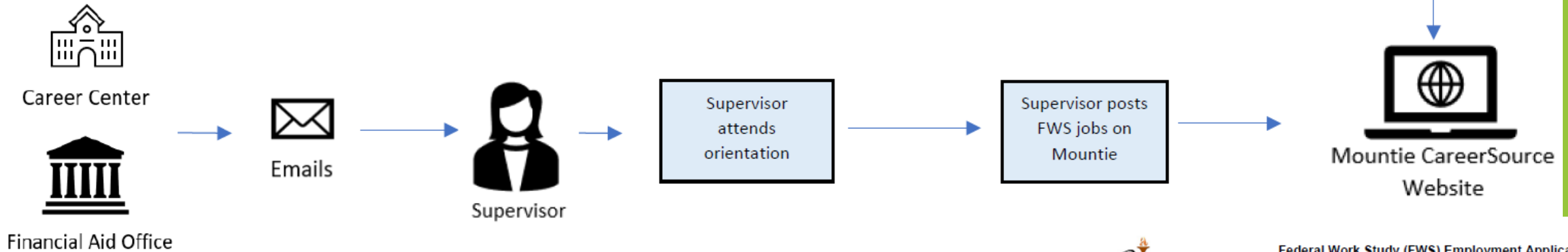
- FWS students may not start working until they are cleared by the Financial Aid Office that they are approved to start. An official email will be sent out to notify me.
- FWS students must maintain financial aid eligibility. This means they must continue to meet [Satisfactory Academic Progress \(SAP\)](#) and stay enrolled in 6 or more units in Fall and Spring terms. If a student fails to meet eligibility, I will receive notice from the Financial Aid Office that my student must stop working.
- FWS students may not earn beyond the award amount listed on the FWS contract.
 - Any earnings worked outside the terms of the FWS contract is my department's responsibility.
- FWS students may only work from the start of the Fall term to the end of June 30th. **There is no FWS in July.**
- FWS students are limited to:

○ No more than 20 hours per week.	○ No more than 5 days per week.
○ No more than 8 hours per day.	○ FWS students are not allowed to work overtime.

FWS Supervisor Roles and Responsibilities

As a FWS supervisor, I will:

FWS hiring process continued (2)



Tips:

- When creating your job posting, consider NOT making a resume a requirement.
- Students are instructed to complete the [FWS Employment Application](#) which supervisors can use to screen applicants.
- This form also includes the available days and times they can work.



Federal Work Study (FWS) Employment Application

Instructions: complete this application and upload to each FWS job that you apply for in [Moutie CareerSource](#).

Applicant Information

Full Name: _____ ID # _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City _____ State _____ ZIP Code _____

Phone: _____ Email _____

Major: _____ Total units for Fall: _____ Total units for Spring: _____

Have you worked for Mt. SAC before? YES NO If yes, which department? _____

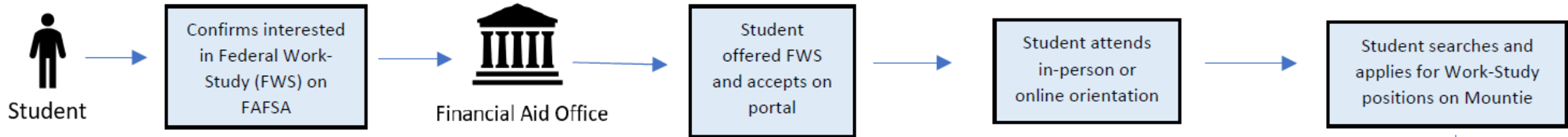
Skills & Experience

Please check the skills and areas of experience that you have:

HARD SKILLS	Beginner	Intermediate	Advanced	SUCCESS SKILLS
Mac (Apple IOS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Customer Service
PC (Windows)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Phones In person
Microsoft Word	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Adaptability
Microsoft Excel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Communication
PowerPoint	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Critical thinking
Google Suite	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Problem solving
Mechanical	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Teamwork
Social Media	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Time management
Streaming	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other _____
Interpreter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Which language?				

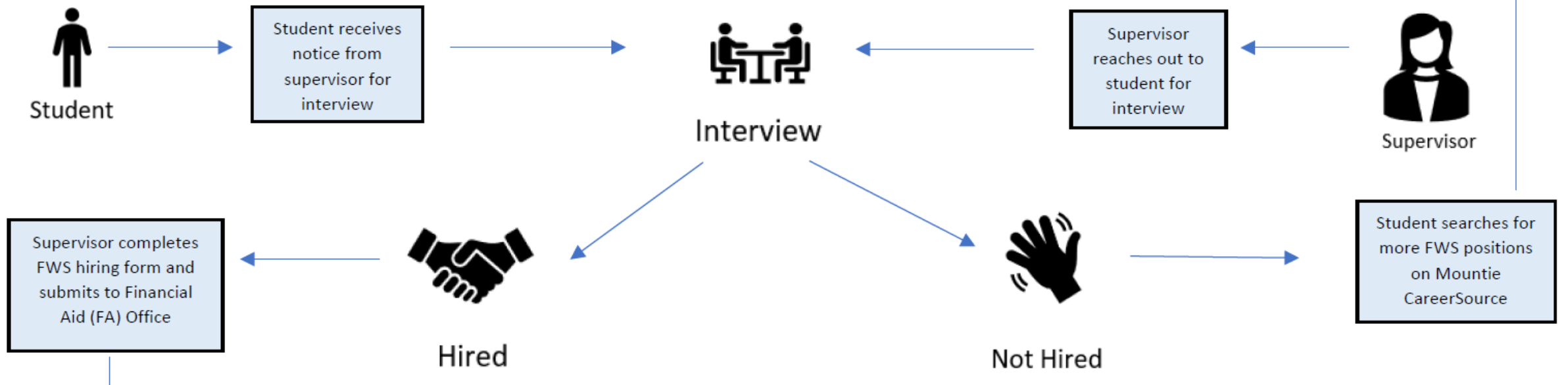
Please list your vocational, technical, or other training skills and experience. You may also include class experience that translates to job experience:

FWS hiring process continued (3)



- 2nd week of August: FA Office mass awards all eligible students.
- If interested, students should accept FWS offer in their portal.
- Unaccepted FWS offers will be batch cancelled and then offered to future eligible students.
- Students are directed to FWS website to complete orientation and apply for jobs on [Mountie CareerSource](#).

FWS hiring process continued (4)



- Supervisor reaches out to the candidates for interviews.
- **Hired:** supervisor fills out FWS hiring form to notify FA Office of their intent to hire student.
 - **Tip:** ask student to show proof that they have been awarded FWS before the interview.
- **Not hired:** supervisor keeps looking for qualified candidates.



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Federal Work Study (FWS) Hiring Form (to be completed by the supervisor after the interview)

This form is intended for students who have already been awarded Federal Work Study. If the student has not been awarded or if you are not sure, do not fill out this form. Instead, contact Cindy Hsieh, Financial Aid Specialist, at (909)274-4454 or chsieh35@mtsac.edu to inquire about the student's eligibility.

Student ID #: _____ Student name: _____

Is the applicant hired? Yes No Ideal start date: _____ Hours per week: _____

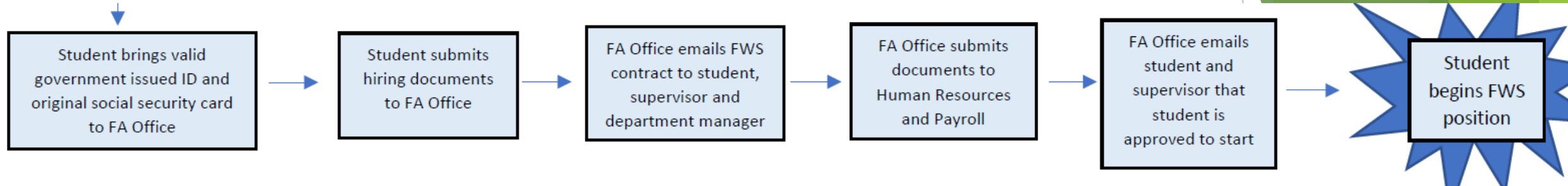
Wages & Hours Guidelines			
	Title	Pay per hour	Hours per week
Check one:	Student Assistant I	\$15.50	recommended 12 hrs/wk (20 hrs/wk max)
	Student Assistant II	\$15.75	recommended 12 hrs/wk (20 hrs/wk max)
	Student Assistant III	\$16.00	recommended 11.5 hrs/wk (20 hrs/wk max)
	Student Assistant IV	\$16.25	recommended 11.5 hrs/wk (20 hrs/wk max)
	Student Assistant V	\$16.50	recommended 11 hrs/wk (20 hrs/wk max)

Is this position posted on Mountie CareerSource? Yes No

How many applicants would you like to hire for this position? _____

Have you finished hiring for this position? Yes No (If yes, we will close this position for you.)

FWS hiring process continued (5)



- Student brings valid, unexpired government issued ID and original social security card to FA Office.
- Student fills out remaining hiring docs online.
 - (I-9, W-4, EDD withholding and direct deposit authorization)
- **2-3 business days:** FA Office creates FWS contract and submits to all parties for signature.
- Once all docs have been completed, FA Office emails all parties that student is approved to start.
- Supervisor reaches out to student to inform them of their work schedule.

How many hours can students work? (1)

(rates are subject to change)

Title	Pay per hour	Hours per week
Student Assistant I	\$15.50	recommended 12 hrs/wk (20 hrs/wk max)
Student Assistant II	\$15.75	recommended 12 hrs/wk (20 hrs/wk max)
Student Assistant III	\$16.00	recommended 11.5 hrs/wk (20 hrs/wk max)
Student Assistant IV	\$16.25	recommended 11.5 hrs/wk (20 hrs/wk max)
Student Assistant V	\$16.50	recommended 11 hrs/wk (20 hrs/wk max)



[Descriptions](#) for each Student Assistant level can be found on our website!



How many hours can students work? (2)

- ▶ \$6000 FWS award (subject to change depending on budget).
- ▶ Students may not earn beyond the award amount listed on the FWS contract.
 - ▶ Any earnings worked outside the terms of the FWS contract is your department's responsibility.
- ▶ FWS students are limited to:

○ No more than 20 hours per week.	○ No more than 5 days per week.
○ No more than 8 hours per day.	○ FWS students are not allowed to work overtime.

Supervisor responsibilities

- ▶ Completing yearly FWS orientation.
- ▶ Posting and closing your FWS job positions.
- ▶ Monitoring your student's hours so they do not earn more than their FWS award.
- ▶ Reviewing and approving student timecards in a timely manner.
- ▶ Providing training so students receive meaningful work experience.
- ▶ Serving as a mentor to support the student's professional development.
- ▶ Supervising your students and ensuring they follow Mt. SAC's [rest and meal period guidelines](#).
- ▶ Informing the Financial Aid Office of terminated students or students that no longer wish to work.

Termination

- ▶ FWS is a real job.
 - ▶ Students are instructed to be responsible, honest and dependable employees that carry out the duties of their job description.
- ▶ Supervisors are allowed to terminate students for unsatisfactory work or behavior.
- ▶ Inform Financial Aid Office of your intent to terminate a student.
- ▶ Terminating students who are not working helps free up FWS funds so that we can award other worthy students.

Visit our website
for more info, how-to
guides and FAQs!



Questions? Contact us!

- ▶ **Financial Aid**
Cindy Hsieh, Financial Aid Specialist
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(909) 274-4454
- ▶ **Career Center**
careercenter@mtsac.edu
(909) 274-4510
- ▶ **Payroll**
rtitus@mtsac.edu
(909) 274-4516
- ▶ **CalWORKS FWS**
dperkins8@mtsac.edu
(909) 274-4626



Federal Work Study (FWS) Supervisor Orientation Part 2 preview!

- Employer Expectations
 - NACE - Skills Employers are Looking for
 - How to Create a Mountie CareerSource Account
 - How to Post a Job
 - How to Repost an Archived Job
- 