

Supervisor Checklist for Hiring Federal Work Study (FWS) Students

- _____ Complete a Job Order Form and return it to Career Services to advertise your FWS openings. This form is available on the Career Services web site at www.mesacc.edu/career/workstudy. Eligible students will apply to your job posting.
- _____ When you hire a student, complete a [Non-Instructional Referral Form](#) from the MCC Human Resources web page Tool Box and send the student to College Human Resources to complete the employment paperwork. Be sure to tell them to bring proper **I-9 documents**. **NOTE:** If they are a continuing student employee from the previous semester, they will not need to complete the employment paperwork again, and can skip this step. If there has been any break in service or any changes (departments, address, email, etc.) they must go to College Human Resources.
- _____ Email MCC Financial Aid at: dl-mc-fwshire@mesacc.edu. The subject of the email must be in this format: FWS/Hire/Student Last Name, First Initial. In the body of the email, indicate the student's complete name (Last, First) and Student ID#. On the next line, list your Department Name. On the last line, indicate the desired start date. Only this information should be included. For example, this is how the e-mail should look if you hire a student named John Doe:

Subject: FWS/Hire/Doe, J
Body:
Doe, John ID# 12345678
Biology Dept.
Desired Start Date: 6/1/10

This will notify Financial Aid that the student has been hired and they will now make the FWS award to the student. If you have any questions or other comments, please call or send a separate email to the appropriate department or individual. Please allow one week for the student to be awarded (make take longer during peak times of the year).
- _____ When the student is awarded and entered into the HRMS, create the student's Work-Study Job Hire Document on your HRMS account. See the attached document with pay rate and account information. You must enter job responsibilities on the job hire document. If you have any questions about creating the job hire document, contact your department's HR Analyst.
- _____ Track the job hire document on your HRMS account for approvals, and contact the student worker when all approvals have been made and they may start working. The student may not begin working until all approvals have been made and they appear in the supervisor's Time & Labor list. If the supervisor is not the department head, the department head needs to grant access to the supervisor in Time & Labor.
- _____ It is your responsibility to track the student earnings on a bi-weekly basis, to assure the student does not earn more than the amount of their FWS award. If a student earns more than the awarded amount, the department will be responsible for paying the amount earned over the award and will need to complete a RPS to cover the overage. At any time, you may look up the amount the student has earned to date, on their FWS Job Hire document on your HRMS account. The student does not have access to this document.
- _____ FWS students may not work more than 20 hours per week while classes are in session. Also, they must be enrolled for at least 6 credit hours throughout the semester. If at any time they drop below 6 credit hours, you must terminate their employment immediately. When a student stops working for you, revise the end date on their job hire document in HRMS. Also, send an email to the FWS Hire email distribution list to indicate termination of employment.

**Pay Rates for Work Study Students
2011-12**

Job Type/Job Title	Job Code	Rate From	Rate To	Object Code
Work Study Student Level3	4172	\$7.50	\$9.00	51320
Work Study Student Level4	4173	\$9.25	\$11.00	51320
Work Study Student Level5	4174	\$11.25	\$14.85	51320

Student rate is based on duties. Level 3 = PS and M&O Grades 1-4, Level 4 = PS and M&O Grades 5-7, Level 5 = PS and M&O Grades 8-10.

Federal Work Study (FWS) Account Codes

Supervisors will enter the FWS Account Code when they create the FWS Job Hire Document. Please use the account codes listed below:

Academic Affairs Departments: 350-250-352461-51320

Student Affairs Departments: 350-250-352465-51320

Administrative Affairs Departments: 350-250-352464-51320

Athletics: 350-250-352467-51320

Service Learning: 350-250-352471-51320

If your department serves community members (in addition to students), such as Career Services, Library, Testing, and Public Safety: 350-250-352470-51320