



Supervisor Checklist for Hiring Federal Work-Study (FWS) Students

_____ When you hire a student, complete the MCCCD position request. For instructions, please visit the [Position Request Training Guide](#). Once the position request has been submitted, you will receive an approval email from HCM with the **position number**.

Below is information to enter on position request:

Pay Rates for Work-Study Students

Job type/job title job code rate:

4173: Work-Study Student Level 1: \$11.00 - \$15.85. Account Code: (See Below)

*****Federal Work Study (FWS) Time Reporting Account Codes*****

Please have your student-worker punch in using the correct Time Reporting Account Code listed below:

51320: (CWS) College Work-Study (All other departments)

51321: (ARW) America Reads (CCCE)

51322: (CSW) Community Service (CCCE, Library, Testing Services, and Career Services)

Be sure to tell the student-worker to bring proper **I-9 documents**. *NOTE:* If they are a continuing student-worker 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.

Have the student-worker apply for the FWS position at jobs.maricopa.edu. Have your student-worker visit Human Resources and have them bring proper [I-9 documents](#).

_____ To request FWS funds for a student-worker, please send an email in the following updated format to dl-mc-fwshire@mesacc.edu to expedite your request. (*) Required Fields:

Subject: FWS/Hire/ (last name, first)*

Student ID: 3xxxxxxx*

Employee ID: 15xxxxxx (If Available)

Name of Department*

Position Number*



After your request has been sent to FWS Hire distribution list, you will receive from Financial Aid an email response with a link to the **Federal Work-Study Request Form**. This form will need to be completed and submitted for your request to be processed.

FWS requests will be processed in 3-5 days (5-7 days during peak months: July-Sept and Dec-Feb). You will then be notified by email of the student-worker's eligibility status and work-study award.

Also complete the **Request To Hire** online form. If you have any questions regarding this process, contact your department's HR Analyst.

The student-worker may begin working after you have received an email from Financial Aid of the FWS award, and after you have HR approval of the Job Position.

Student-workers cannot work more than 19.5 hours per week while classes are in session. **The student-worker must be enrolled in a minimum of 6 credits throughout the semester.** If a student-worker earns more than their FWS awarded amount, the department will be responsible for paying the overage amount.

If a student-worker's eligibility for FWS changes during the semester, the student-worker will no longer be eligible for Federal Work-Study and will have to end their FWS contract immediately. Changes in FWS eligibility may include but are not limited to:

- Falling below 6 credits of enrollment during the semester
- Receipt of other types of financial aid other than FWS
- Change from eligible to non-eligible citizen

Financial Aid will notify the supervisor that a student-worker is no longer eligible for FWS. If the supervisor wishes to keep the student-worker, they will be required to request another position to continue employment as a non-FWS employee (RPS).

NOTE: Please send notification email to the dl-mc-fwshire@mesacc.edu of any change in enrollment, overages or termination of employment.

If you have any questions or other comments about FWS, call Michael Goe @ ext. 4-7782 or send a separate email to michael.goe@mesacc.edu.