

# Federal Work Study (FWS) Student Orientation Part 1



Cindy Hsieh • Financial Aid Specialist  
[chsieh35@mtsac.edu](mailto:chsieh35@mtsac.edu) • (909)274-4454  
MT. SAN ANTONIO COLLEGE • FINANCIAL AID OFFICE  
1100 North Grand Avenue • Walnut, CA • 91789

# Agenda

- ▶ What is Federal Work Study (FWS)?
- ▶ Student eligibility
- ▶ The FWS cycle
- ▶ The FWS hiring process
- ▶ FWS hiring forms
- ▶ How many hours can students work?
- ▶ Timesheets
- ▶ Student responsibilities
- ▶ 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.
- ▶ Students can only have one FWS job at a time.

# Student eligibility

To qualify for FWS, students must:

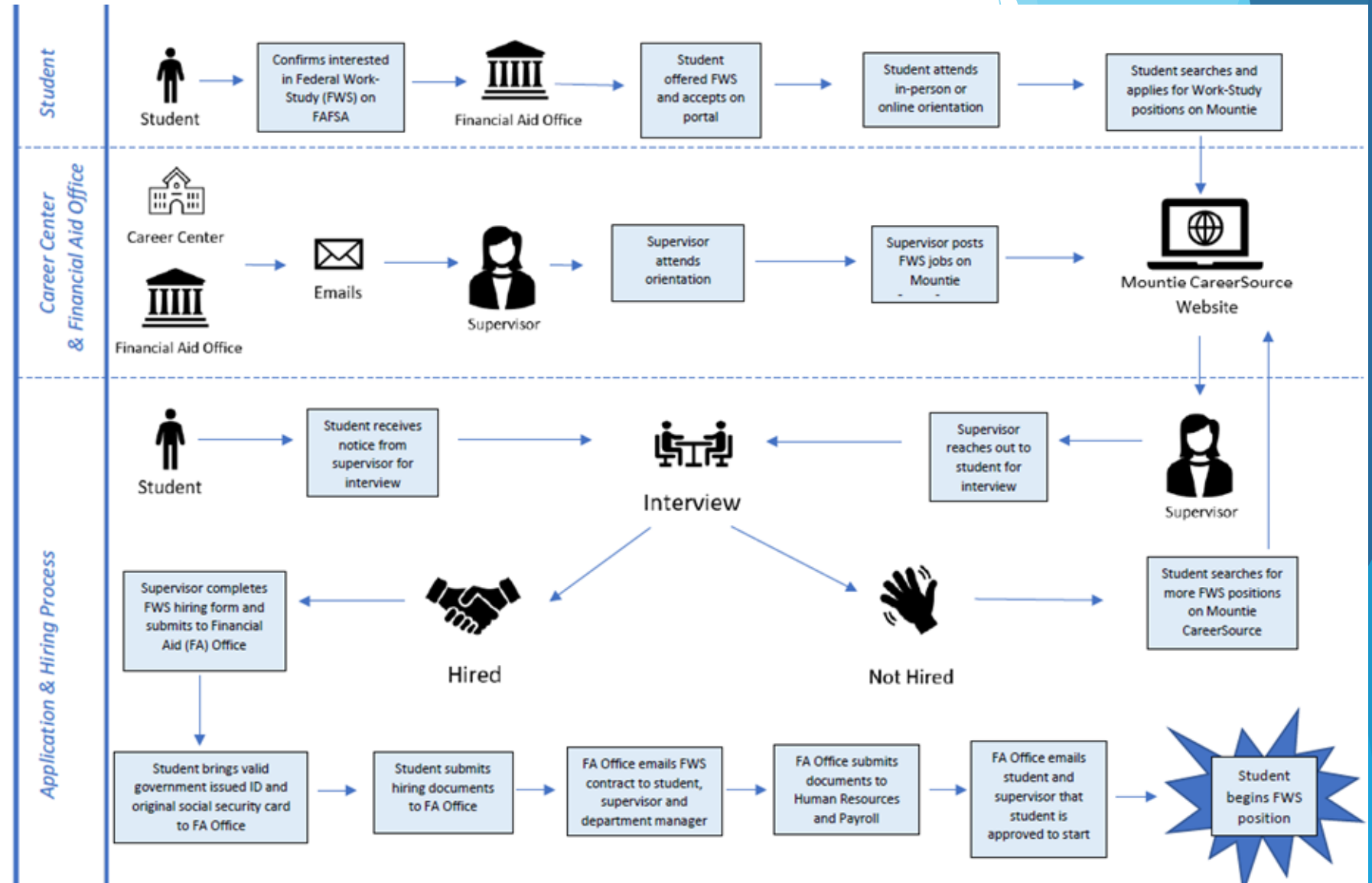
- ▶ Complete the [FAFSA](#) and check the "interested in work-study" box
- ▶ Maintain [Satisfactory Academic Progress \(SAP\)](#)
- ▶ Enroll and stay enrolled in a minimum of 6 units for Fall and Spring terms
- ▶ Show enough unmet need
- ▶ Be in good financial aid standing
- ▶ Have been awarded a Federal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

# The Federal Work Study (FWS) cycle

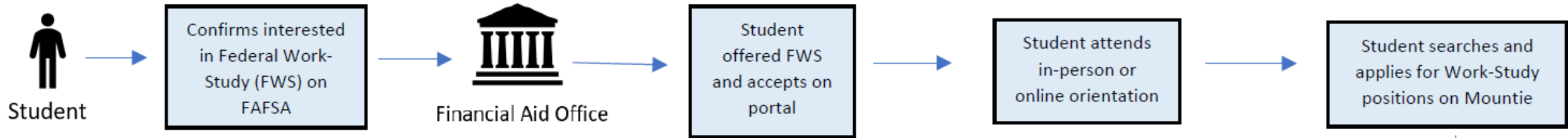
- ▶ Starts every Fall term and ends on June 30<sup>th</sup>.
- ▶ No FWS in July!
- ▶ The cycle starts all over every year.
  - ▶ If you were a FWS student last year, that does not mean that you automatically qualify again this year.
  - ▶ If you were a FWS student before, we need your hiring docs all over again.
- ▶ FA department will mass award all eligible students around early August.
- ▶ Employers post/repost job positions each Fall/Spring term.

# FWS Hiring Process Flowchart

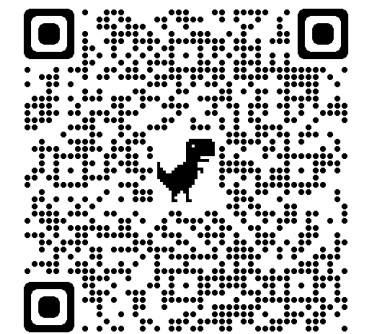
(click link for pdf)



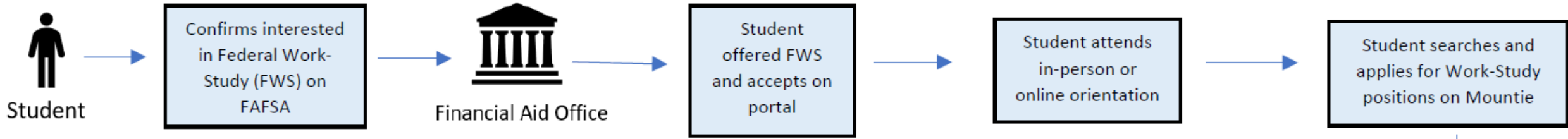
# FWS hiring process continued (1)



- 2<sup>nd</sup> 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 the [FWS website](#) to complete orientation and apply for jobs on [Mountie CareerSource](#).



# FWS hiring process continued (2)



## Tips:

- Download, complete and submit the [FWS Employment Application](#) to each job posting you apply for.
- This form is helpful for supervisors when screening applicants. This form also includes the available days and times you can work.
- Visit the [Career Center](#) for resume help, job search assistance, interview tips and more!

**MT. SAC!**  
Mt. San Antonio College

### Federal Work Study (FWS) Employment Application

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

Application # \_\_\_\_\_

First Name \_\_\_\_\_ M.I. \_\_\_\_\_ ID # \_\_\_\_\_

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

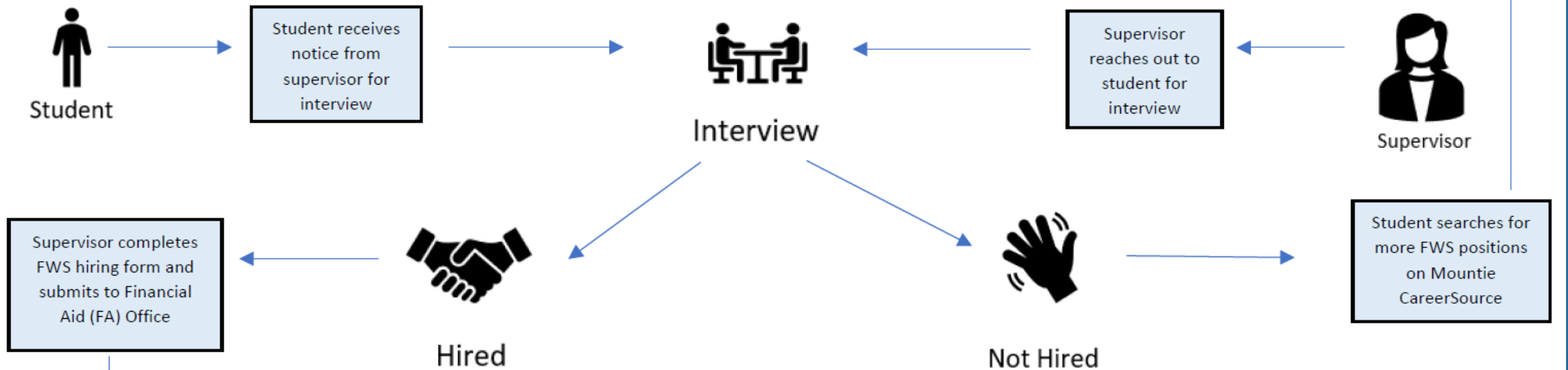
Please check the skills and areas of experience that you have:

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)



- Supervisor reaches out to the candidate for an interview.
  - **Tip:** show proof that you have been awarded FWS before the interview.
- **Hired:** supervisor fills out FWS hiring form to notify FA Office of their intent to hire student.
- **Not hired:** keep looking for another job.


**MT. SAN ANTONIO COLLEGE • FINANCIAL AID OFFICE**  
 1100 North Grand Avenue • Walnut, CA • 91789

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

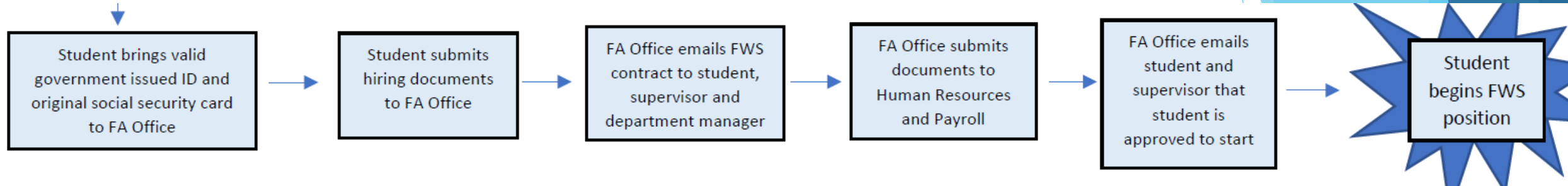
This form is for students who have already been awarded Federal Work Study. If the student has not been awarded FWS, please do not fill out this form. Instead, contact Cindy Hsieh, Financial Aid Specialist, at (909)274-4450 or [chsieh@mtsac.edu](mailto:chsieh@mtsac.edu) to inquire about the student's eligibility.

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
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)

Check one:  Yes  No  
 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 (4)



- Hired 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.

# FWS hiring forms

- ▶ Fill out hiring forms AFTER you have been hired.
- ▶ Online hiring forms ([I-9](#), [W-4](#), [EDD withholding](#) and [direct deposit authorization](#)) can be found on our website.
- ▶ The FWS contract will be created and sent to the student's Mt. SAC school email.
- ▶ All forms except the direct deposit authorization are required.
- ▶ All online forms have a two-part signature. Students sign the form electronically and then confirm their email. Look for an email from Adobe Sign. If the student skips the email confirmation, the form is incomplete.
- ▶ Student will automatically receive a copy of each form once they are complete.



Remember to  
confirm your  
email!

# FWS hiring forms (I-9)

- ▶ Fill out the [I-9 form online](#) after you have been hired.
- ▶ This is a federal form that we need to prove that you are legally allowed to work in the United States.
- ▶ Students fill out page 1. FA Office will fill out page 2.
- ▶ Students must bring their valid government issued ID (unexpired) and original social security card for us to certify page 2.
- ▶ Q: What if you don't have a government issued ID?
  - ▶ A: School ID is also acceptable (not preferred).
- ▶ Q: What if you don't have your social security card?
  - ▶ A: Go to [Social Security Administration](#) to request a free replacement card.



**Employment Eligibility Verification**  
**Department of Homeland Security**  
 U.S. Citizenship and Immigration Services

**USCIS**  
**Form I-9**  
 OMB No. 1615-0047  
 Expires 10/31/2022

---

▶ **START HERE:** Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

**ANTI-DISCRIMINATION NOTICE:** It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

**Section 1. Employee Information and Attestation** (Employees must complete and sign Section 1 of Form I-9 no later than the **first day of employment**, but not before accepting a job offer.)

Last Name (Family Name)		First Name (Given Name)		Middle Initial	Other Last Names Used (if any)	
*		*				
Address (Street Number and Name)			Apt. Number	City or Town		State
*				*		CA
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number		Employee's E-mail Address		Employee's Telephone Number	
*	* - * - *		*		*	

**I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.**

**I attest, under penalty of perjury, that I am (check one of the following boxes):**

1. A citizen of the United States

2. A noncitizen national of the United States (See instructions)

3. A lawful permanent resident (Alien Registration Number/USCIS Number): \_\_\_\_\_

4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): \_\_\_\_\_  
 Some aliens may write "N/A" in the expiration date field. (See instructions)

*Aliens authorized to work must provide only one of the following document numbers to complete Form I-9:  
 An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.*

1. Alien Registration Number/USCIS Number: _____ <b>OR</b> 2. Form I-94 Admission Number: _____ <b>OR</b> 3. Foreign Passport Number: _____ Country of Issuance: _____	QR Code - Section 1 Do Not Write In This Space
---	---

---

Signature of Employee * <a href="#">Click here to sign</a>	Today's Date (mm/dd/yyyy) 08/02/2023
--	--------------------------------------

# FWS hiring forms (W-4)

- ▶ Fill out the [W-4 form online](#) after you have been hired.
- ▶ This is a federal form that we need for payroll.
- ▶ Students fill out page 1. Worksheets are optional.
- ▶ Follow the instructions or ask your tax preparer if you do not know how to fill it out.
- ▶ Ok to leave steps 2, 3 and 4 blank if they don't apply to you.

Form <b>W-4</b>		<b>Employee's Withholding Certificate</b>		OMB No. 1545-0074	
Department of the Treasury Internal Revenue Service		Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Give Form W-4 to your employer. Your withholding is subject to review by the IRS.		<b>2023</b>	
<b>Step 1:</b>	(a) First name and middle initial	Last name	(b) Social security number		
<b>Enter Personal Information</b>	Address			Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to <a href="http://www.ssa.gov">www.ssa.gov</a> .	
	City or town, state, and ZIP code				
	(c) <input type="radio"/> Single or Married filing separately <input checked="" type="radio"/> Married filing jointly or Qualifying surviving spouse <input type="radio"/> Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)				
<b>Complete Steps 2-4 ONLY if they apply to you; otherwise, skip to Step 5.</b> See page 2 for more information on each step, who can claim exemption from withholding, other details, and privacy.					
<b>Step 2:</b> <b>Multiple Jobs or Spouse Works</b>	Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs. Do <b>only one</b> of the following. (a) Reserved for future use. (b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below; or (c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is generally more accurate than (b) if pay at the lower paying job is more than half of the pay at the higher paying job. Otherwise, (b) is more accurate <input type="checkbox"/>				
TIP: If you have self-employment income, see page 2.					
<b>Complete Steps 3-4(b) on Form W-4 for only ONE of these jobs.</b> Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3-4(b) on the Form W-4 for the highest paying job.)					
<b>Step 3:</b> <b>Claim Dependent and Other Credits</b>	If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly): Multiply the number of qualifying children under age 17 by \$2,000 \$ _____ Multiply the number of other dependents by \$500 . . . . . \$ _____ Add the amounts above for qualifying children and other dependents. You may add to this the amount of any other credits. Enter the total here . . . . .			3	\$ _____
<b>Step 4 (optional):</b> <b>Other Adjustments</b>	(a) <b>Other income (not from jobs).</b> If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income . . . . .			4(a)	\$ _____
	(b) <b>Deductions.</b> If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here . . . . .			4(b)	\$ _____
	(c) <b>Extra withholding.</b> Enter any additional tax you want withheld each pay period . . .			4(c)	\$ _____
<b>Step 5:</b> <b>Sign Here</b>	Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete. * <a href="#">Click here to sign</a>			08/02/2023	
	Employee's signature (This form is not valid unless you sign it.)			Date	

# FWS hiring forms (EDD withholding)

- ▶ Fill out the [EDD withholding form online](#) after you have been hired.
- ▶ This is a state form that we need for payroll.
- ▶ Students fill out page 1. Worksheets are optional.
- ▶ Follow the instructions or ask your tax preparer if you do not know how to fill it out.
- ▶ FWS jobs are hourly, which means they are non-exempt. Do NOT check off the exempt buttons (box 3 or 4).



## Employee's Withholding Allowance Certificate

Complete this form so that your employer can withhold the correct California state income tax from your paycheck.

Enter Personal Information			
First, Middle, Last Name *		Social Security Number *	
Address *		Filing Status *	
City *	State *	ZIP Code *	<input type="radio"/> Single or Married (with two or more incomes)
			<input type="radio"/> Married (one income)
			<input type="radio"/> Head of Household

- Use Worksheet A for Regular Withholding allowances. Use other worksheets on the following pages as applicable.
  - Number of Regular Withholding Allowances (Worksheet A) 0
  - Number of allowances from the Estimated Deductions (Worksheet B, if applicable.) 0
  - Total Number of Allowances you are claiming 0
- Additional amount, if any, you want withheld each pay period (if employer agrees), (Worksheet C) 0

### Exemption from Withholding


- I claim exemption from withholding for 2023, and I certify I meet both of the conditions for exemption. (Check box here)
- OR
- I certify under penalty of perjury that I am **not subject** to California withholding. I am exempt from withholding under the Service Member Civil Relief Act, as amended, and the Veterans Benefits and Transition Act. (Check box here)

Use Worksheet A to determine the number of withholding allowances claimed on this certificate does not exceed the number of allowances you are entitled to claim. If claiming exemption from withholding, that I am entitled to claim the exempt status.

Employee's Signature [Click here to sign](#) Date 08/02/2023

# FWS hiring forms (direct deposit)

- ▶ Fill out the [direct deposit authorization form online](#) (optional) after you have been hired.
- ▶ No form on file = paycheck in the mail.
- ▶ Incomplete form = paycheck in the mail.
- ▶ If you want direct deposit, you must attach either:
  - ▶ Voided check or
  - ▶ Picture of your bank account and routing numbers.
- ▶ If unable to provide either, take form to your bank and have bank representative fill out bottom section.



**Mt. San Antonio College**  
1100 North Grand Avenue  
Walnut, California 91789-1399  
[www.mtsac.edu](http://www.mtsac.edu)

**Direct Deposit Authorization**

**Step 1** Check the Appropriate Box

<input type="checkbox"/> Employee	<input type="checkbox"/> Vendor	<input type="checkbox"/> Student (Financial Aid)
-----------------------------------	---------------------------------	--

Check the Appropriate Box

<input checked="" type="radio"/> New Request	<input type="radio"/> Changed Information	<input type="radio"/> Cancel Direct Deposit
--	---	---

**Step 2** Employee/Student/Vendor Information

Last Name or Vendor Name *	First Name *	Middle Initial	
Employee/Student/Vendor I.D. Number (Required) *	E-mail Address *		
Address *			
City *	State *	Zip Code *	
Country	Daytime Telephone Number *		

**Authorization**

- I authorize Mt. San Antonio College to direct deposit funds to my account in the financial institution as indicated in Step 3 below. If funds to which I am not entitled are deposited in my account, I authorize the College to initiate a correcting (debit) entry. I understand that the authorization may be rejected or discontinued by the College at any time. If any of the above information changes, I will promptly complete a new authorization agreement. If the direct deposit is not stopped before closing an account, funds payable to me will be returned to the College for distribution. This will delay my payment.
- This authorization remains in effect until the College receives written notification of change or cancellation from you or your financial institution OR 18 months has elapsed since the date you were last paid by the College.
- The College reserves the right to recall or adjust any deposits improperly created and deposited to my account.
- I will hold the College harmless for any liability to pay charges for insufficient fund transactions that result from failure within the Automated Clearing House network to correctly and timely deposit monies into my account.

**Disclosure Statement**

The first time a Payroll payment is processed it must go through a "pre-note" or "test run" to our bank. Therefore, your first payment after requesting direct deposit may be a check. The pre-note allows our bank the opportunity to notify us if there is a problem with the banking information that we entered. The pre-note period must occur with Accounts Payable/Student Accounts checks as well. If the pre-note does not occur on the Accounts Payable system before the processing of a check, then the first payment processed from Accounts Payable may be a check as well with all subsequent payments being directly deposited.

As the account holder, I authorize, by signing below, credits to be made to my bank account listed here

<b>ACCOUNT HOLDER SIGNATURE:</b> <a href="#">Click here to sign</a>	<b>DATE:</b> 08/02/2023
---	-------------------------

**Step 3**

You must verify that your bank is a member of an Automated Clearing House (ACH). Failure to do so could delay the processing of your payment. You must attach a voided check or have your bank complete the bank information and the account holder must sign below.


<input type="checkbox"/> Staple voided check here (DO NOT attach a deposit slip)	<input type="checkbox"/> OR Have bank representative complete here
--	--

\* [Click to Attach File Attachment \(bank info\)](#) TO BE COMPLETED BY YOUR BANK

NAME OF YOUR BANK:	
--------------------	--

# FWS hiring forms (contract)

- ▶ Created within 2-3 business days.
- ▶ Look for an email from Adobe Sign.
- ▶ Must be signed by student first, then immediate supervisor, then dept manager.
- ▶ All parties receive a copy.
- ▶ All documents - FWS contract, W-4, I-9, EDD withholding and direct deposit authorization form (optional) must be completed before student can start working.
- ▶ Do not start working until you receive the official email from Financial Aid Office that you are allowed to start!


**MT. SAN ANTONIO COLLEGE • FINANCIAL AID OFFICE**  
 1100 North Grand Avenue • Walnut, CA • 91789

---

**FEDERAL WORK-STUDY PARTICIPATION AGREEMENT – SCHEDULE A**

Date: 8/28/2023 Year: 2023-2024 Initial: \_\_\_\_\_  
ADAMS JOHN Q A09999999 \_\_\_\_\_  
Student's Last Name Student's First Name Student's M.I. Student's ID # Aid Code

**CONDITIONS OF EMPLOYMENT:**

The Student Employee

- Is not guaranteed employment when the F.W.S. Program terminates.
- Is responsible for transportation to and from the job site and personal needs not provided for other employees.
- Shall be subject to the same rules, regulations, and safety standards applicable to other employees.
- Unsatisfactory work and/or unexcused absences will not be tolerated. If you are terminated for unsatisfactory work, our office is not obliged to place you in another job. If you accept this position, you are expected to keep it for the entire period of agreement.
- Shall be enrolled in six (6) units or more course work at Mt. San Antonio College.
- Shall make every effort to be prompt, honest, responsible, and dependable in carrying out the responsibilities of the following job description.

Job Title: Student Assistant I Wage: \$ 15.50 \_\_\_\_\_  
Per hour Emp. Date

**ASSIGNED TASKS:**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

- Wages earned as a result of Federal Work-Study cannot be used to determine future State of California unemployment insurance benefits.
- Understands that the supervisor may require other tasks to be performed as the need arises and hereby accepts the position title with assigned tasks and such other related duties as assigned.
- Understands that he/she shall be paid a monthly basis by check or auto deposit if preferred.
- Understands that he/she must make satisfactory progress in course work and must not owe a refund or repayment of loan or grant payment to the College.
- Understands that he/she may work an average of \_\_\_\_\_ hours per week, per semester, and may earn No More money than is AWARDED for any period as shown below. No student shall work more than 20 hours per week when classes are in session, and no more than 40 hours per week during the summer and vacation periods. NOTE: The maximum amount to be earned may NOT be exceeded regardless of funding source or employer, without permission from the Financial Aid Office.

Employment Terms	Recommended Hours Per Week	Max Amt. Authorized
Fall / /		\$ _____
Spring / /		\$ _____
TOTAL:		\$ _____

**THE EMPLOYER/SUPERVISOR RESPONSIBILITIES:**

- The total amount of the CalWORK's obligation under this agreement shall not exceed \$ \_\_\_\_\_ for the period. \_\_\_\_\_ to \_\_\_\_\_
- The total amount of the Mt. San Antonio College's obligation under this agreement shall not exceed \$ \_\_\_\_\_ for the period. \_\_\_\_\_ to \_\_\_\_\_
- To review and approve the student's electronic timesheet at the end of each pay period.
- Student employee must be paid for hours worked. However, when student's work is not satisfactory or terminates his/her employment, complete a Termination of Work-Study Assignment form and return it to the Financial Aid Office.
- Commencement of student employee work shall not begin until this contract is completed and returned to the Financial Aid Office. Any earnings worked outside the terms of this contract are the sole responsibility of the supervisor and/or his/her department.

WARNING: Federal funding for FWSP allocated for one fiscal year may be expended in a subsequent fiscal year. Therefore, each employer shall be responsible for submitting a final Time Sheet within the deadline for payroll processing. The employer will be held responsible for providing other source(s) of funding from which the student shall be paid if the Time Sheets are not submitted on the first working day of July in subsequent fiscal year.

Dept or Agency Name:		Account #:
Supervisor Name:	Supervisor Signature:	Date:
Dept Manager Name:	Dept Manager Signature:	Date:
Student Signature:		Date:

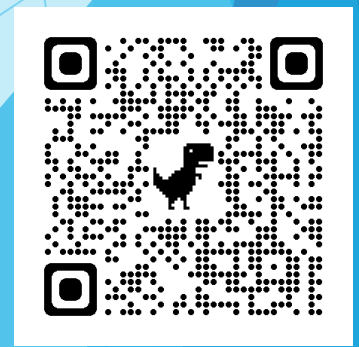


# How many hours can students work? (1)

(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)

[Breaks and meal period guidelines](#)



# How many hours can students work? (2)

- ▶ \$6000 FWS award (subject to change depending on budget).
- ▶ FWS money must be earned, it is not paid up front.
- ▶ Students may not earn beyond the award amount listed on the FWS contract.
  - ▶ Keep track of your hours!
- ▶ FWS students are limited to:

- No more than 20 hours per week.

- No more than 8 hours per day.

- No more than 5 days per week.

- FWS students are not allowed to work overtime.

# Timesheets

- ▶ Want to get paid on time? Submit your timesheet on time!
- ▶ If you are a few days late, submit it ASAP. You may still be able to make it.
- ▶ If you are very late, you will be picked up in the next pay cycle. Must contact Payroll if you were not able to submit it on time.
- ▶ Instructions for [how to access your timesheet](#) and timesheet deadlines can be found on our website.
- ▶ You will NOT always have immediate access to your timesheet.
  - ▶ **Tip:** keep daily track of your hours in a notebook and log your hours into your timesheet once you have access.

2023-2024					
Work Study Online Timesheet Due Dates					
Time Sheet Month	Available Online	Students Submit By	Supervisors Approve By	Managers Approve By	Pay Date
July	7/12/2023	8/1/2023	8/3/2023	8/8/2023	Tuesday, August 15, 2023
August	8/12/2023	9/1/2023	9/5/2023	9/8/2023	Friday, September 15, 2023
September	9/14/2023	10/2/2023	10/3/2023	10/5/2023	Friday, October 13, 2023
October	10/12/2023	11/1/2023	11/3/2023	11/7/2023	Wednesday, November 15, 2023
November	11/14/2023	12/1/2023	12/5/2023	12/8/2023	Friday, December 15, 2023
December	12/1/2023	1/2/2024	1/3/2024	1/5/2024	Friday, January 12, 2024
January	1/11/2024	2/1/2024	2/5/2024	2/8/2024	Thursday, February 15, 2024
February	2/14/2024	3/1/2024	3/5/2024	3/8/2024	Friday, March 15, 2024
March	3/14/2024	4/2/2024	4/4/2024	4/8/2024	Monday, April 15, 2024
April	4/12/2024	5/1/2024	5/3/2024	5/8/2024	Wednesday, May 15, 2024
May	5/14/2024	6/3/2024	6/5/2024	6/7/2024	Friday, June 14, 2024
June	6/1/2024	7/1/2024	7/2/2024	7/8/2024	Monday, July 15, 2024

Revised July 20, 2023



# Student responsibilities

- ▶ **Maintaining your FWS eligibility.**
  - ▶ Meeting [Satisfactory Academic Progress \(SAP\)](#).
  - ▶ Enrolling and staying enrolled in a minimum of 6 units for Fall and Spring terms (ok to be enrolled in 0 units for Winter and Summer terms).
- ▶ Completing yearly orientation.
- ▶ Being a good employee who carries out the duties of their job description. FWS is a real job!
- ▶ Submitting your timesheets on time.
- ▶ Keeping track for your hours so you do not earn more than your FWS award.
- ▶ Informing your supervisor if/when you decide to quit.

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



## Questions? Contact us!

- ▶ **Financial Aid**  
Cindy Hsieh, Financial Aid Specialist  
[chsieh35@mtsac.edu](mailto:chsieh35@mtsac.edu) or [fws@mtsac.edu](mailto:fws@mtsac.edu)  
(909) 274-4454 or (909) 274-4450
- ▶ **Career Center**  
[careercenter@mtsac.edu](mailto:careercenter@mtsac.edu)  
(909) 274-4510
- ▶ **Payroll**  
[rtitus@mtsac.edu](mailto:rtitus@mtsac.edu)  
(909) 274-4516
- ▶ **CalWORKS FWS**  
[dperkins8@mtsac.edu](mailto:dperkins8@mtsac.edu)  
(909) 274-4626



# Federal Work Study (FWS) Student Orientation Part 2 preview!

## Agenda

- NACE - Skills employers are looking for
- Responsibilities
- Expectations
- First Job Tips
- Creating an account on Mountie CareerSource (MCS)
- How to Find Jobs to Apply for
- Stay Connected with the Career Center