



FEDERAL WORK STUDY ORIENTATION

FEDERAL WORK STUDY: WHAT IS IT?

Federal Work Study (FWS) is a program designed to provide college students who need additional assistance a chance to earn money while pursuing their education. FWS provides part-time jobs for students on and off campus.

FEDERAL WORK STUDY ELIGIBILITY

- Students must have a completed 2021-2022 FAFSA.
- Students must be eligible for Pell Grant.
- Students must be enrolled in at least 6 credit hours for the semester.
 - If the student drops below 6 credit hours at any time during the semester, the student will no longer be eligible for FWS for that semester and must cease working immediately.
- Students must meet Satisfactory Academic Progress (SAP) each semester to continue working. Students who are on Financial Aid Warning are not eligible for FWS.
 - An explanation of Satisfactory Academic Progress (SAP) is available in the [Student Academic Handbook](#) on the OFTC website.

FWS AWARD

- Federal Work Study is based on the student's financial aid need.
- A student's award cannot exceed their cost of attendance.
- Students earn \$7.25 per hour (Federal minimum wage).
- Students can work up to 19.5 hours per week.
- Under no circumstances may a student receive payment from FWS funds in excess of 19.5 hours per week.
- Students are paid the last day of the month.
- Pay period runs the 16th of the month to the 15th of the following month.

STUDENT RESPONSIBILITIES

- All FWS students must complete the online OFTC FWS Orientation. Verify that you've viewed this presentation by printing and signing the Confirmation Form on the final page, and then submit your signed form to Janet Smith (South Campus) or Susan Hammock (North Campus).
- Students must follow the rules and regulations set by OFTC and by their department employer.
- Check your email regularly so that you will not miss any important messages concerning FWS. **Email is the primary way that we will communicate with you.**
- Dress appropriately for your position. Remember: you are a representative of OFTC, and your conduct, appearance, and attitude while on the job should remain professional and respectful at all times.

STUDENT RESPONSIBILITIES – WORK SCHEDULE

- Set up an acceptable work schedule with your supervisor, then stick to it. Contact your supervisor directly any time you are running late or unable to work as scheduled.
- Under no circumstances are you permitted to work during the time you are scheduled to be in class. Even if your class is cancelled or ends early, you cannot work during this time.
- Per federal regulations and OFTC policy, you are NOT PERMITTED to login to Blackboard for any reason, from any school computer OR personal device, while you are working. If you violate the policy, the first violation will result in a Warning. The second violation will result in termination from your job.
- If you leave work to go to a class, you must stop working 15 minutes before your class starts and you can resume working 15 minutes after your class ends. Your timesheet should always reflect a 15-minute interval between your time on the job and your scheduled class time.

FWS WEEKLY TIMESHEETS

- All timesheets must be turned into the Financial Aid Office each Monday by 12:00 PM unless directed otherwise.
- All timesheets must be signed by the student and the supervisor.
- South Campus students may turn timesheets into Teresa Crafton or put them in her mailbox located in the Admissions area.
- North Campus students may turn timesheets into Brooke Shenk in the Financial Aid Office in the Student Affairs area.

ACCURATE TIME REPORTING

- Time must be reported in 15-minute increments (15,30,45 minutes). You should round up or down to the closest 15 minutes.
 - Example: If you arrive at work at 10:10, you would report 10:15 on your timesheet.
- Total hours worked daily and weekly should be reported in quarter-hour increments:
 - .25 = 15 minutes
 - .50 = 30 minutes
 - .75 = 45 minutes
 - Example: If you worked 5 hours and 15 minutes for the day, you would report 5.25 hours on the timesheet.
- If you work more than 6 hours, you are required to take a 30-minute break.

END OF SEMESTER PROCEDURES

- Students will cease working on the last day of each semester, until their eligibility for the upcoming semester is determined.
- Once grades have posted for the semester, the student will receive an email from the Assistant Director of Financial Aid.
- Email will be used to notify the student and supervisor of the FWS eligibility status for the upcoming semester.
- If the student is eligible to continue FWS, the student should contact their supervisor to determine the day they will resume working.

FWS CONTACT INFORMATION

FOR QUESTIONS CONCERNING FWS, PLEASE CONTACT:

Teresa Crafton

Assistant Director, Financial Aid

tcrafton@oftc.edu

478-274-7833

REMINDER: Please print the FWS Orientation Confirmation Form on the next slide and submit the signed form to Janet Smith (South Campus) or Susan Hammock (North Campus) before you start working.

2021-2022 FWS ORIENTATION CONFIRMATION FORM

Print Student Name

900 _____
Student ID #

The federal government requires that all Federal Work Study participants review the Federal Work Study Policies and Procedures before actively participating in the Federal Work Study Program.

I acknowledge that I have viewed and read all the information and understand the meaning and intent. I also certify that the personal information is accurate and that I am the individual listed above.

Student Signature

Date