College Work Study Orientation

Session Highlights

- Participation and Program Points
- Key Processing Roles
- Expectations and Requirements
- Next Steps
- Questions and Feedback
What is College Work Study?

The FWS Program provides funds for part-time employment to help students finance the costs of postsecondary education. Students can receive FWS funds at approximately 3,400 participating postsecondary institutions. Hourly wages must not be less than the federal minimum wage. The current federal minimum wage is $7.25 per hour.

Students may be employed by the institution itself; a federal, state, or local public agency; a private nonprofit organization; or a private for-profit organization.

The program works around your class schedule to ensure a balance between work and school.
Minimum Requirements

• Must have a completed FAFSA and an official financial aid award documented in the Financial Aid office.

• Be enrolled at least part-time (3 credit hours)

• Have an “unmet” financial need as determined by FAFSA information
• On and off campus positions are available and open until filled

• On campus positions pay $7.50 per hour. Off campus positions pay $8.50 per hour.

• Students are paid once a month on the 15th for the previous month worked.

• Work study is available during the Fall, Spring, and Summer terms every year (budget permitting).

• Student contracts are written each semester (Fall, Spring, and Summer). You must be enrolled each semester and have a completed FAFSA in order to participate.
The Career Resource Center:

• Primary point of contact for work study

• Schedules interviews with department supervisors and coordinates all steps of the process

• Publishes work study job postings on www.collegecentral.com and through Wavenet announcements (under Campus or Personal Announcements)
The Financial Aid Office:

• Determines student’s eligibility for work study

• Verifies amount of earnings and number of hours students can work

• Drafts work study contracts and forwards student eligibility information to the Career Resource Center
The Human Resources Office:

- Processes the official employee packet which includes an I-9 (need two forms of ID preferably driver’s license and social security card), background check, W-4 tax form, direct deposit form (optional but recommended)
- All students who are offered a position and want to participate in the program are sent to HR for official processing after a job offer is made
- Employment is contingent upon results of the background check and e-verification
PAYROLL ALERTS:

- Time worked will be processed at the end of each month or on the last day you worked for the month. Do not carry days over from month to month. Time worked is verified via UltraTime for on campus students and paper payroll (via Excel) for off campus students. All time worked must be reviewed and signed off on by the student and supervisor for submission to the payroll office. Students are responsible for ensuring the time worked is submitted in a timely manner.
PAYROLL ALERTS:

- Time sheets must be turned in to payroll by the end of the month and processed by the 5th of the following month so that you will be paid on time. Failure to follow this rule will result in a paycheck delay – no exceptions.
STUDENT “MUSTS”

• You must go to HR after you have been offered a position and complete all necessary paperwork and background checks before you are considered an official work study.

• You must sign your work study contract BEFORE you begin working – no exceptions.

• You must be at work ON TIME, DRESSED APPROPRIATELY, WEAR YOUR WORK STUDY ID LANYARD, and perform your duties according to the job description and departmental needs. Please remain professional at all times.
STUDENT “MUSTS”

- You must notify the Career Resource Center of any changes in your student status. This includes academic and financial aid standing.

- You must work the number of hours shown on your contract which should not fall below 10 hours or exceed 25 hours per week.

- You must properly notify your supervisor in the event you need to be absent from or late for work.

- You must make sure your time worked is submitted to payroll ON TIME at the end of each month or on your last working day for the month.
To Search for Work Study and Other Employment, Register at
www.collegecentral.com/hgtc
College Central Network

www.collegecentral.com/hgtc

HGTC’s Online Career Resource Center

Search Link: Jobs/Opportunities Posted to My School

Manage My Account

- Search jobs posted by local employers and pulled from national job boards such as careerbuilder.com

Career Document Library

- Special alerts regarding Career Fairs and Info Sessions plus a Career Document Library with special articles and features about job market trends and professional and career development

Manage My Resume

- Upload a resume; control who can see it; forward your resume to prospective employers.

Create a Career Portfolio

- Build, edit, and maintain a comprehensive online career portfolio to promote your talent to employers and network with your school’s mentors.

Change My Status from Student to Alumnus/a

- Have you graduated? It’s easy to transfer your user account to Alumni Central and continue to utilize College Central Network!

Job Search Kit

- Here you’ll find resources to create concise and effective resumes, market yourself with professional cover letters, and prepare yourself for interviews.

Health

- How to Beat Summer Heat!

As the summer months stretch ahead with rising temperatures, consider these simple but
Interested in Work Study?

• You can find the application at [www.collegecentral.com/hgtc](http://www.collegecentral.com/hgtc) or on the college’s website at [www.hgtc.edu](http://www.hgtc.edu) (Search under Current Students/Career Resource Center)

• The CRC will connect with the FA office to determine your eligibility. You will be notified of your status by phone and/or via email and given instructions regarding the next steps in the process.

• Incomplete applications will not be accepted and will delay the process.
• An interview will be scheduled with the supervisor of the department, business or organization based upon their candidate selection.

• The hiring supervisor will notify the CRC of their selections. If you are chosen for a position, you will be contacted by the CRC and instructed to return to the Career Resource Center to pick up a referral form before you visit HR for final processing.

• The HR department will notify the CRC if all background checks and paperwork has been completed and cleared.
• A contract will be drafted which requires your signature and that of your hiring supervisor before you can begin work. After signatures are in place, you may begin to work!

• This process may take 1-2 weeks to complete from the time of application. Any requested follow-up with the Career Resource Center is very critical and expected in order to avoid delays.
Please note that review of this orientation will be required before you sign your contract. It is important that you understand all steps in the work study process to ensure that proper procedures are followed and that the policy and standards for the program are met by the staff and students of this institution.
Questions or Feedback?
Please contact the Career Resource Center for assistance.
(843) 349-7899 or CareerResourceCenter@hgtc.edu