

# *FWS Supervisor Instruction and Information Sheet*

## ***FWS Student eligibility criteria:***

- ✓ FAFSA - completed application on file
- ✓ Valid EFC and unmet need
- ✓ SAP - satisfactory, warning status only
- ✓ Enrolled in at least 6 units
- ✓ HS diploma or equivalent
- ✓ Must complete Verification process
- ✓ Must not have "Missing Information" in system
- ✓ Must not have Federal Grant Overpayment(s)
- ✓ Must not be in defaulted on prior federal student loan(s)
- ✓ Valid SSN
- ✓ Citizenship status verified
- ✓ Selective Service Verified

## ***FWS Financial Aid Office responsibilities:***

- ✓ Create and maintain FWS job listing
- ✓ Determine FWS student eligibility, including award amounts, and notify eligible students
- ✓ Collect, review, and forward to HR the FWS new hire paperwork. Packet includes the following:
  - FWS Checklist and Process
  - Student Employment Confirmation – Completed and signed by FWS student and supervisor
  - Student Employment Application
  - Employment Eligibility Verification – also known as the USCIS I-9 form
  - Form W-4
  - FWS Acknowledgment of Obligation and Responsibility
  - Personnel/Demographic Information
  - Student Employment Handbook
  - Student Code of Conduct
  - FWS Time Card Entry (not returned to the WCC FA Office - student instructional use only)
  - Student Sign In Sheet (not returned to the WCC FA Office - student instructional use only)
- ✓ Track and reconcile FWS earnings
- ✓ Communicate with FWS job supervisors regarding student concerns, over-awards, and earning reconciliation

## ***FWS Supervisor responsibilities:***

- ✓ Provide the FA Office FWS job details by requested deadlines
  - This will occur once per year during the summer session.

- ✓ Interview interested FWS students for FWS jobs available, and communicate hiring decision to the FA Office
- ✓ Provide, assist with completion, and forward to the FA Office the FWS new hire paperwork (see required items above) completed by the FWS student.
  - Incomplete New Hire may experience processing delays which delays the FWS students employment start date
  - FWS students may not begin FWS employment until approved and authorized by the FA Office to do so.
- ✓ Provide FWS student clear description of the following items:
  - Expectations and tasks related to the FWS job position
  - Location of job, scheduled hours, and communication expectations when student is not able to arrive for scheduled hours
- ✓ Ensure student works only during valid semester enrollment dates
  - Some exceptions apply - please contact the Financial Aid Office for additional information if a student is interested in working outside of semester-based enrollment dates
- ✓ Provide consistent and comprehensive supervision of student during FWS scheduled hours, as applicable.
  - FWS student must be performing tasks related to the published job description for the duration of all hours paid by FWS earnings. This is required by the FWS program per the US Department of Education.
- ✓ Approve student FWS timesheet by Payroll deadlines to ensure student is paid on time for scheduled hours worked
  - Assist student in entering hours in WebAdvisor, if needed
  - Ensure sick leave is entered in WebAdvisor appropriately, FWS student are eligible for sick leave after working for YCCD for 90 days.
- ✓ Manage and reconcile student FWS earnings
  - Ensure student does not exceed 20 hours worked per week
  - Ensure student earnings do not exceed FWS awarded amount
- ✓ Communicate concerns, questions, and other FWS-related matters with the FA Office.