

Northern Essex Community College

*It's All About
Student Success!*

Federal Work-Study Student Orientation



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Content Covered

- Purpose
- Community Service
- Program Benefits
- How to receive Federal Work-Study (FWS)
- Federal Work-Study (FWS) Award
- Interviewing
- Hiring
- Job Authorization
- Supervisor's Responsibilities
- FWS Work Load
- Additional Information
- Recap
- Contact Information
- Orientation Confirmation Page

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Purpose of the Program

The Federal Work-Study Program provides jobs for undergraduate and graduate students with financial need. It allows students to earn money to help pay educational expenses and gives students valuable job experience. The program encourages community service work and work related to each student's course of study.

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Community Service

Organizations designed to improve the quality of life for community residents. Most community service organizations help low-income individuals overcome a specific problem.

Examples include:

- YMCA
- America Reads
- Boy Scouts
- Girl Scouts

Examples of non community service organizations:

- Political Action Committees
- Benefitting organizations with membership limits such as a credit union or religious organizations.

Possible Work-Study Positions

Examples of FWS positions related to Student's Course of Study:

- Accounting (Finance Office)
- Communication (Student Activities)
- Criminal Justice (Criminal Justice Department)
- Liberal Arts (Library)
- Physical Education (Fitness Center)
- Science (Science Labs)
- Teaching (Tutor)

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Program Benefits

- **Possible Career:** Students gain valuable experience and skills in their area of study depending on the availability of placements. Also, experience gained in a Work-Study position may lead to a future career.
- **Earnings:** Students earn money as part of their financial aid award.
- **Scheduling flexibility:** Most departments or agencies allow Work-Study students to work around their class schedules, leaving time for study in the evening and on weekends.
- **College Credit:** Students may be able to earn college credit for skills learned in a Work-Study position if combined with a Co-Op. To find out if you qualify complete an application in the Cooperative Education Office.

How do students receive FWS?

To be eligible for federal work-study:

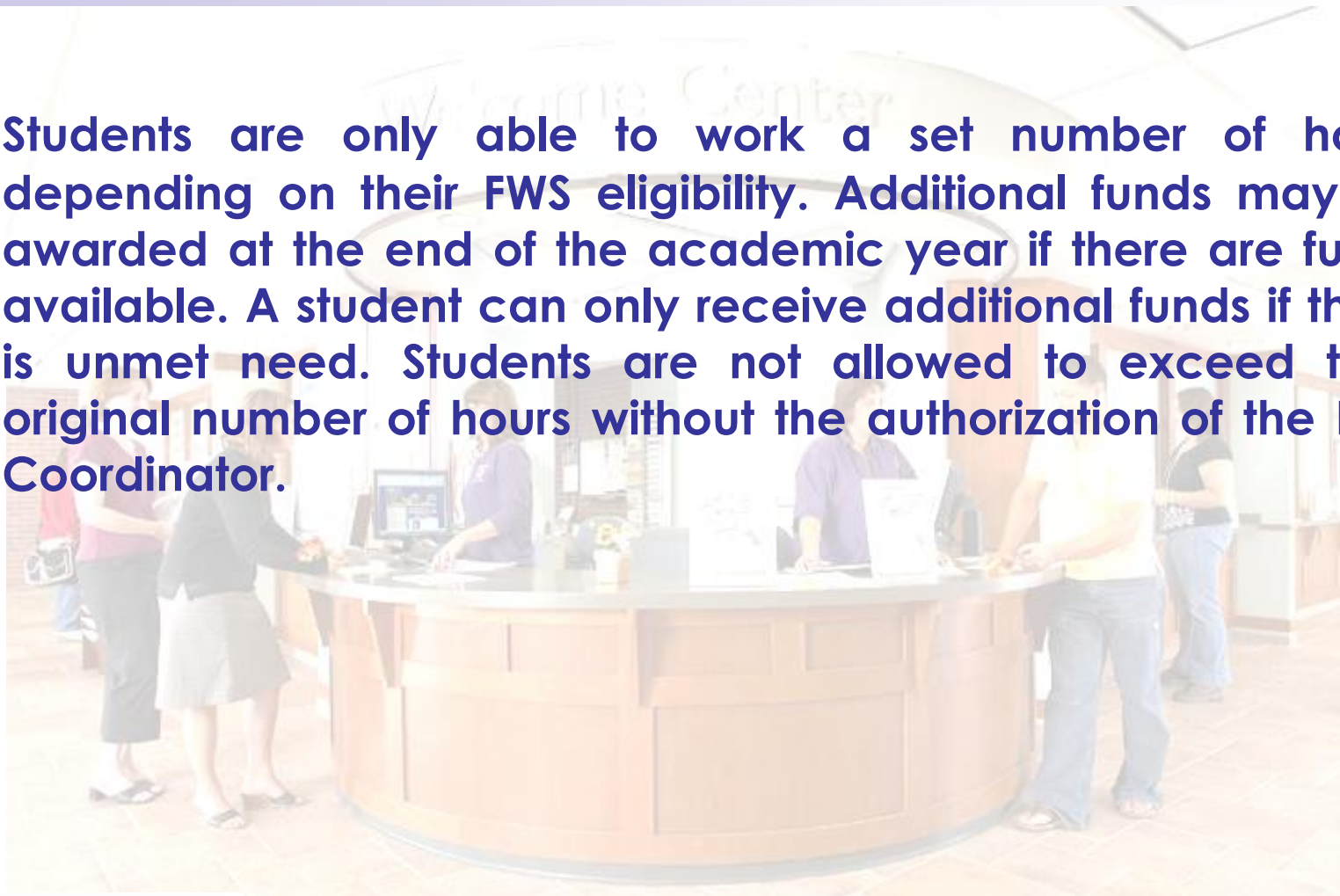
- A student must complete a FAFSA (Free Application for Federal Student Aid) for that academic year and have demonstrated financial need.
- A student must be enrolled in 6 or more credits for the entire semester in which the student receives Work-Study.
- If granted an interview, the student must bring a Student Employment Application to the interview and give the completed form to the interviewer.
- If hired, a student must complete a Federal Work-Study Student Orientation, complete employment documentation (I-9, W-4 forms, etc.), and provide proof of eligibility to work in the United States.
- For re-hired FWS students, supervisors will complete a Job Authorization Form to indicate that the student will be returning to that department.

***** AN EMPLOYER MAY LET US KNOW OF A STUDENT THEY WOULD LIKE TO HIRE, BUT REMEMBER THAT FWS FUNDS CAN ONLY BE AWARDED TO STUDENTS WITH FINANCIAL NEED DETERMINED BY THE FEDERAL FORMULA THROUGH THE FAFSA PROCESS.**

FWS Award

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Students are only able to work a set number of hours depending on their FWS eligibility. Additional funds may be awarded at the end of the academic year if there are funds available. A student can only receive additional funds if there is unmet need. Students are not allowed to exceed their original number of hours without the authorization of the FWS Coordinator.



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The Interview

- The interview process may be started when a Work-Study eligible student contacts an office even if the student has not spoken to the Work-Study Coordinator. It may be started by NECC department supervisors, an off-campus nonprofit agency, or the Work-Study Coordinator.
- Students are encourage to come to the interview wearing business attire. Please discuss proper attire for your department or agency during the interview.
- Students should be prepared to answer personal questions related to their job placement, such as student schedule or transportation arrangement, as well as questions related to past experience and/or skills.

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Hiring Process

Once the student has been hired these steps must be completed:

- The supervisor will complete the Job Authorization Form and have the student see Human Resources/Payroll to complete forms required for employment, as well as provide required legal documentation.
- Once the Federal Work-Study Job Authorization Form has been signed by the student, supervisor, hr/payroll and the FWS Coordinator, and copy is received by the work-study supervisor from the work-study coordinator, the student may start working **AND NOT BEFORE.**

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Job Authorization

The Job Authorization Form provides students with the authorization to work under the Federal Work-Study Program. It initiates the proper payroll procedures. Students must not start their FWS job without the completed Job Authorization Form and will not be paid for hours worked if this process is not completed. Each employer has copies of this form to complete with a student worker that the employer wishes to hire.

- A new Job Authorization Form must be completed each academic year, even if the student has previously been in the Federal Work-Study Program or will continue employment with the same department.
- The Federal Work-Study Coordinator will send the supervisor a completed copy of the Job Authorization Form once the students are ready to begin their FWS job.

Supervisor's Responsibilities

To Students:

- Provide students with orientation and training.
- Explain rules and regulations of your specific office.
- Establish an acceptable working schedule.
- Ensure FWS students are not supervised by another FWS student.
- Monitor students' hours to ensure students do not go over their award.
- Sign FWS timesheets in a timely manner.
- Students must receive payment no later than 7 days from the end of the working period.

To the program:

- Ensure students have been authorized to begin work.
- Complete Job Request, Orientation, and Job Authorization Form every aid year.
- Inform Work-Study Coordinator if student(s) stops working, is terminated, or drops below six credits.
- Ensure student(s) does not work more than 20 hours per week or during scheduled class time while school is in session.
- Ensure student(s) does not work more than 40 hours when school is not in session.
- If students work over 40 hours, your department will be responsible to pay any hours over 40. FWS funds must not be used to pay for any overtime.

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FWS Work Load

- **During periods of enrollment, students cannot work more than 20 hours in any given week.**
- **Students can work a maximum of 40 hours per week during periods of non-enrollment. Under no circumstances may a student work in excess of 40 hours per week.**

Additional Information

- Unemployment Insurance - Unemployment insurance is a program that provides benefits for certain workers who meet the eligibility requirements of the law. Federal Work-Study jobs at Northern Essex Community College are not covered by Unemployment Insurance. Therefore, unemployment benefits cannot be collected based on the student wages earned at Northern Essex Community College or any of the off-campus placements.
- NECC Sexual Harassment Policy - Please refer to Northern Essex Community College for a copy of the sexual harassment policy. <http://facstaff.necc.mass.edu/departments-and-organizations/human-resources/policies-and-procedures/sexual-harassment-and-consensual-relationship-policy/>
- OBRA - Full-time students are not required to contribute to this pension plan. Students enrolled in less than 12 credits must contribute to this pension plan.

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Recap of the Process

- **Complete Orientation.**
- **Find job.**
- **Interview (bring Student Employment Application to interview).**
- **Get hired by completing the Job Authorization Form.**
- **Contact HR/Payroll to complete required documents for employment.**
- **Wait for employer to receive signed copy of Job Authorization Form from federal work-study coordinator.**
- **Begin working.**

Thank you!

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Thank you for participating in the Federal Work-Study Program at Northern Essex Community College. We are committed to providing real-world experience for our Federal Work-Study students.

Peter Goss

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Orientation Confirmation

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(Print) Student's Name

NECC ID Number

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 read all the information contained in the Federal Work-Study Program's Orientation and understand the meaning and intent. I also certify that personal information is accurate and that I am the individual listed above.

Student's Signature

Date

Academic Year