Ashland Community & Technical College
HIGHER EDUCATION BEGINS HERE

Federal Work Study (FWS) Student Checklist

The Federal Work-Study (FWS) program provides part-time employment to students attending institutions of higher education who need the earnings to help meet their costs of postsecondary education. CFR 34 § 675.1

ELIGIBILITY REQUIREMENTS

- Complete the FAFSA (Free Application for Federal Student Aid) even if you may not be eligible for federal aid.
- Complete your financial aid file in the Office of Financial Aid.
- Have remaining unmet financial need, based on your ACTC Cost of Attendance for the 2012-13 Academic Year.
- Maintain Satisfactory Academic Progress (SAP) as defined by KCTCS.
- Complete and submit a KCTCS Application for Temporary or Student Employment to the Office of Financial Aid. Even if you have been a FWS before, you must submit a new application each year.
- ACTC Office of Financial Aid does not place you with a supervisor. You are responsible for finding a Supervisor that is willing to hire you as their FWS employee. Just because you have found a place to work **does not guarantee** you will be awarded a FWS position. We have a limited number of funds, and once the funds are gone, we cannot award any further FWS.
- Successfully pass a Federal background check.

WHAT HAPPENS NEXT?

- Your application will be reviewed by potential supervisors. If a supervisor is interested in speaking with you, they will contact you directly to set up an interview. If after the interview they would like to hire you, they can submit a *Request for Federal Work Study Form* to the Financial Aid Office.
- If a supervisor has already expressed interest in hiring you as a FWS employee and does not wish to conduct an interview, or if after an interview they would like to hire you, the Supervisor will need to submit a *Request for Federal Work Study Form* to the Office of Financial Aid.

IF AWARDED A FEDERAL WORK STUDY (FWS) POSITION

- You and your supervisor will be contacted by the Office of Financial Aid to confirm FWS placement via KCTCS email.
- Once you receive the email regarding placement, new FWS employees will be directed to Payroll (CDC Room 240 or TDC Room 105) to complete their Federal background check.
- You will need to bring the following items to the Payroll Office: Driver's License, original Social Security Card (copies will not be accepted) and a voided check (or other official document bearing your bank account number and bank routing number).
- Once the Office of Financial Aid has received your background check clearance and you have completed the payroll process, you will receive another email directing you to schedule an appointment with the Office of Financial Aid to complete your FWS paperwork. **Please note: You CANNOT begin work until ALL paperwork has been completed.**
- Employment begins no earlier than the first day of the term and ends no later than the last day of the term.

EARNINGS AND PAYMENTS

- FWS award depends on the date of the application, level of need based on your 2012-13 Cost of Attendance, and the FWS funding for the current year.
- Earnings cannot exceed the FWS award calculated and packaged. The total award will be provided to you on the Financial Aid Award Notification. You may also view your Financial Aid Award Notification on your Student Self-Service account.
- FWS employees may not work more than twenty (20) hours per week at a rate of $7.25 per hour.
- Timesheet must be submitted to Financial Aid Office. See Payroll Schedule on the back of this checklist for submission dates.
- Payday is on the 15th and 30th of each month unless dates fall on weekend. Then, payday is the Friday prior to the 15th or 30th.

TERMINATION OF FEDERAL WORK STUDY (FWS)

- Although a FWS position has been awarded, these positions and the FWS funds can be terminated at any time. Examples include: late timesheets, numerous absences, timesheet falsification, or failure or inability to perform the task required.
- Students have the right to dismiss themselves from a FWS position. Students must notify the Financial Aid Office regarding dismissal by submitting a *Federal Work Study Termination Form*, which is signed by the student and Supervisor. Students may receive this form from the Financial Aid Office upon request. However, they may not switch supervisors on their own. If a student wishes to change supervisors, the student must contact the Office of Financial Aid regarding new placement.

ASHLAND COMMUNITY & TECHNICAL COLLEGE
PAYROLL SCHEDULE
July 1, 2012 – June 30, 2013

PAY PERIOD BEGIN & END DATES	DEADLINE FOR BACKGROUND CHECKS, NEW HIRE/REHIRE PAR'S & CONTRACTS TO HUMAN RESOURCES TECHNOLOGY DRIVE	12:00 NOON DEADLINE FOR TIMESHEETS, ABSENCE FORMS &, OVERLOADS TO PAYROLL OFFICE ROOM 240 COLLEGE DRIVE CAMPUS	KCTCS SCHEDULED PAYDATE
07/01 - 07/15/2012	06/18/2012	07/16/2012	07/30/2012
07/16 – 07/31/2012	07/02/2012	08/01/2012	08/15/2012
08/01 – 08/15/2012	07/17/2012	08/16/2012	08/30/2012
08/16 – 08/31/2012	08/01/2012	09/01/2012	09/14/2012
09/01 – 09/15/2012	08/16/2012	09/17/2012	09/28/2012
09/16 – 09/30/2012	08/31/2012	10/02/2012	10/15/2012
10/01 – 10/15/2012	09/17/2012	10/16/2012	10/30/2012
10/16 – 10/31/2012	10/02/2012	11/01/2012	11/15/2012
11/01 – 11/15/2012	10/16/2012	11/16/2012	11/30/2012
11/16 – 11/30/2012	11/01/2012	12/03/2012	12/14/2012
***12/01 – 12/15/2012**	**11/16/2012**	**12/11/2012**	**12/21/2012**
12/16 – 12/31/1012	12/03/2012	01/07/2013	01/15/2013
01/01 – 01/15/2013	12/12/2012	01/16/2013	01/30/2013
01/16 – 01/31/2013	01/07/2013	02/01/2013	02/15/2013
02/01 – 02/15/2013	01/16/2013	02/15/2013	02/30/2013
02/16 – 02/28/2013	02/01/2013	03/01/2013	03/15/2013
03/01 – 03/15/2013	02/15/2013	03/15/2013	03/29/2013
03/16 – 03/31/2013	03/01/2013	04/01/2013	04/15/2013
04/01 – 04/15/2013	03/15/2013	04/15/2013	04/30/2013
04/16 – 04/30/2013	04/03/2013	05/02/2013	05/15/2013
05/01 – 05/15/2013	04/16/2013	05/16/2013	05/30/2013
05/16 – 05/31/2013	05/03/2013	06/01/2013	06/14/2013
06/01 – 06/15/2013	05/17/2013	06/15/2013	06/28/2013
06/16 – 06/30/2013	06/01/2013	07/01/2013	07/15/2013

***Pay period 12/1 – 12/15/2012: Student and temporary staff employees may work through Monday, December 10, and submit their timesheets to appropriate supervisor by 12 Noon on Tuesday, December 11.**
Supervisors must submit timesheets to payroll by 4:00 pm December 11, 2012.
Hours worked by temporary staff and student employees on December 11 through December 14, will be reported on a separate timesheet and submitted along with their 12/16 – 12/31/2012, timesheet which will be due on Monday, January 7, 2013, and both timesheets will pay on January 15, 2013.
Please contact Jo Ricewick at 326-2223, Sharon England at 326-2038 or Brenda Troxler at 326-2152 for questions or concerns.