Instructions for Earning Federal College Work Study by Volunteering in the Community

Students who are eligible for Federal College Work Study funding can earn money while serving in a volunteer position with a nonprofit community organization or agency serving the public interest.

1. Check to see if you are eligible for a Federal College Work Study award.
   - Go to MAX.
   - Enter your username and password.
   - Go to the Financial Aid tab.
   - Click on "My Awards", select "Award by Aid Year", enter the aid year and submit.
   - Click on the Award Overview tab and look at the section Financial Aid Award by Term for the aid year and the Federal College Work-Study line. This will tell you if you were awarded Federal College Work Study, the amount of the award, and whether you have accepted the award. The award amount is the maximum amount of money you can earn through the Federal College Work-Study program.

Once you accept your FCWS award, you must then apply to become a student employee on payroll with the Office of Financial Aid.

2. If you are not already a student employee elsewhere on campus, you must obtain the Required Security Clearances.
   - Required Clearances are as follows:
     - **Criminal Background Check (Act 34)** - Millersville University requires this check be started and completed before you begin working. Click here to apply to be a student employee at the University. After you complete this application, you will receive two separate emails from the university during normal business hours:
       - One email will provide a link and login instructions for completing the Act 34 background check
       - The other email will provide the security PIN to access the system. The link will expire in 72 hours.
     - Results of the background check will be provided directly to Human Resources. Human Resources will notify you and Payroll when this check is completed and the results are reviewed.

     - **Child Abuse History Clearance (Act 151)**
     - **FBI Federal Criminal History- Fingerprinting (Act 114)**

       - If you already have the required clearance from within the last 6 months and have the original copies, take the originals directly to Human Resources in the Dilworth Building, Room 105.
If you don’t have the required clearances, given the length of time required for these checks, it is important you follow the steps below promptly. MU pays for your clearances, but you must follow the Background Clearance Instructions. Please click here for Background Clearance Instructions.

3. Take original copies of your clearances to the Human Resources in the Dilworth Building, Room 105.

4. When HR reviews your clearances, you will receive a verification form to take to Financial Aid, Lyle Hall, First Floor.

5. Students are required to complete all New Hire Forms electronically, print and sign. Once completed, please take them to Payroll in Dilworth Building, Room 106.

6. Financial Aid will provide a “Request to Hire Form” for you to take to Payroll, Dilworth Building, Room 106, along with your Social Security Card and Driver’s License.

7. Complete your Work Study Time Sheets each pay period and have them signed by your supervisor. Submit your time sheet to the Office of Financial Aid, Lyle Hall, 1st Floor for your Work Study paycheck! Additional information can be found on our Work Study in the Community webpage.

NOTE: All community organizations hosting Work Study students must have an active Community Service Learning Agreement and a Job Description for your position on file with ELCM and the Office of Financial Aid. Students cannot be paid for their volunteer hours in the community until an Agreement is in place. Please check with ELCM to find out if we already have an Agreement with your hosting organization. We can assist you in obtaining a completed Agreement if there is not one on file. Additional information can be found on our Work Study in the Community webpage.