

FEDERAL COMMUNITY SERVICE WORK-STUDY PROGRAM INFORMATION

□ Community Service Work-study Program

The Federal Community Service Work-study Program is a way for eligible students to earn money working in a volunteer (or unpaid internship) position with a local nonprofit organization or agency serving the public interest.

□ Important Reminders

1. You may not begin work or be paid for any work performed, until all appropriate forms are processed and approved by the Office of Human Resources, the Office of Experiential Learning and Career Management (ELCM), the Office of Financial Aid and Student Payroll.
2. You must be a registered student in order to participate in the Community Service Work-study Program.
3. Student work hours are limited to thirty (30) hours per week (60 hours per pay period).
4. Students who have less than a 2.0 GPA cannot work more than 20 hours per week.
5. Timesheets must be signed by both, the student and the job supervisor, and submitted to the Office of Financial Aid by Friday at 5:00 pm. Timesheets submitted late will be processed the subsequent pay period. Please refer to the pay schedule on the reverse side of your timesheet.
6. It is encouraged that students sign up for direct deposit.
7. When you accept a position, it is your responsibility to adhere to the work schedule you agree upon. Notify your supervisor as early as possible if you cannot come into work or will be late. If you decide to stop working, you must give your present supervisor(s) two (2) weeks written notice.
8. If you withdraw from the University for any reason, your employment will be terminated. You cannot continue to work on student payroll when you are no longer a student.
9. Your employment status is temporary and part-time, does not contain any provisions for fringe benefits or holiday or overtime pay, and is contingent upon the availability of your College Work-Study funds.
10. The Office of Financial Aid will not accept timesheets for hours worked beyond the last week of classes each semester.
11. The Office of Financial Aid will monitor College Work Study funds and contact the student once funds are exhausted. Students are also responsible keeping track of their allocated Work-Study funds via their MAX account.
12. Graduate/Professional Students do not qualify for Work-Study.

FEDERAL COMMUNITY SERVICE WORK-STUDY CHECKLIST

☑ Verify if you are eligible

Check if "Federal College Work-Study" is listed as part of your financial aid awards via your MAX Account

- If it is not listed, contact the Office of Financial Aid at (717) 871-5100 to verify if funds can be awarded to you.

☑ Volunteer Placement

If you need assistance finding a placement, please contact the Office of Experiential Learning and Career Management (ELCM) – Bedford & Huntingdon Houses – (717) 871-7655

☑ Obtain Employment Background Clearances

You are required to obtain the following background clearances in order to work:

- Criminal Background Check (Act 34)
- Child Abuse History Clearance (Act 151)
- FBI Federal Criminal History-Fingerprinting (Act 114)

Please see the attached instructions. Once you receive your clearances, take the original copies to the Human Resources Department - Dilworth Building, Room 105. For questions regarding the clearances call (717) 871-4950.

Note: If you already have the required clearances from within the last 6 months, please contact the Human Resources Department to verify if what you have is acceptable.

☑ Provide documents to the Office of Financial Aid

Provide all of the following documents to the Office of Financial Aid (Lyle Hall, 1st Floor):

- Human Resources Background Clearance Checklist Form
 - This form is given to you by the Human Resources Department once all clearances have been received & approved
- Copy of your official job description

☑ Student Payroll Enrollment

The Office of Financial Aid will provide you with a "Request to Hire Form". You will need to take this form along with your Social Security Card and Photo ID to the Payroll Office – Dilworth Building, -Room 106

☑ Good to Start Working!

Timesheets must be submitted to the Office of Financial Aid by Friday at 5:00 pm.

Timesheets submitted late will be processed the subsequent pay period.

☑ Need more information?

Contact the Office of Financial Aid:

Office Hours:
Mon.-Fri. 8am to 5pm

Phone: 717-871-5100
Email: fa.mail@millersville.edu