

FEDERAL COMMUNITY SERVICE / WORK-STUDY PROGRAM INFORMATION

WHAT IS THE 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

- 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 Financial Aid*, and *Student Payroll*.
- You must be a *registered* student in order to participate in the Community Service Work-Study Program.
- Student work hours are limited to thirty (30) hours per week (60 hours per pay period).
- Students who have less than a 2.0 GPA cannot work more than 20 hours per week during the fall and spring semesters.
- Timesheets must be signed by both, the student and the job supervisor, and submitted to the *Office of Financial Aid*, biweekly, by Friday at 4:00 pm. Timesheets submitted late will be processed the subsequent pay period. Please refer to the pay schedule.
- It is encouraged that students sign up for direct deposit.
- 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.
- 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.
- 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.
- The *Office of Financial Aid* will not accept timesheets for hours worked beyond the last week of classes each semester.
- The *Office of Financial Aid* will monitor College Work-Study funds and contact the student once funds are exhausted. Students are also responsible for keeping track of their allocated Work-Study funds via their myVILLE Portal under Finances > Financial Aid Awards.
- Graduate/Professional Students do not qualify for Work-Study.

NEED MORE INFORMATION?

Office Hours: *Monday through Friday*

In Person: 8:30am-4:00pm

By Phone: 8:00am-6:00pm

By Email: 8:00am-4:30pm

Office Location & Contact:

Building: Lyle Hall, 2nd Floor

Phone: 717-871-5100

Fax: 717-871-7980

Email: fa.mail@millersville.edu

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 online via your myVILLE Student Portal under Finances > Financial Aid Awards. If Work-Study is not listed, you can contact the *Office of Financial Aid* at (717) 871-5100 to verify if you are eligible. Work study funds are awarded based on availability.

VOLUNTEER PLACEMENT

If you need assistance finding a placement, please visit the Office of Financial Aid website at millersville.edu/work-study to view a list of approved organizations.

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)

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

PROVIDE DOCUMENTS TO THE OFFICE OF FINANCIAL AID

Provide all of the following documents to the Office of Financial Aid (Lyle Hall, 2nd Floor):

- Human Resources Background Clearance Checklist Form (given to you by the Human Resources Department once all clearances have been received and approved).
- Copy of your official job description (obtained from your employer)

ENROLL WITH THE OFFICE OF STUDENT PAYROLL SERVICES

Complete all new hire documents/paperwork requested with *Student Payroll Services*.

- All paperwork must be completed electronically (online) through the *Student Payroll Services* on the web. **The information on each form must be typed; handwritten information will no longer be accepted.**
- Make sure to print out and physically sign each document before submitting to Payroll. Electronic signatures will not be accepted.
- For questions regarding student payroll enrollment, call (717) 871-4275.

The *Office of Financial Aid* will also provide you with a "Request to Hire Form".

- You will need to take this form along with your completed new hire forms, your Social Security Card and Photo ID to the *Payroll Office* – Dilworth Building, -Room 106.

E-TIME FIRST TIME LOGON INSTRUCTIONS

<https://www.millersville.edu/hr/payroll/payrollforms/current-documents/student-e-time-doc-for-webpage.pdf>

NEW STUDENT WORKER BACKGROUND CLEARANCE INSTRUCTIONS

THREE BACKGROUND CLEARANCE CHECKS

In 2014 the Pennsylvania Legislature passed, and the Governor signed, legislation requiring expanded clearance checks for student workers at Millersville University. Effective December 31, 2014, student workers are required to obtain three Pennsylvania clearances listed below:

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

Before you can begin work:

- Before you can begin work as a student worker and be put onto university payroll, you need to clear the Criminal Background Check (Act 34). *See the instructions below on how to initiate this clearance.*
- Human Resources will notify you and the Payroll Office when your Act 34 Criminal Background Check is complete, and you are approved to work.

When the Act 34 clearance has been cleared, please take the following items to the Human Resources Office:

- The original results document of your *Act 114 FBI Fingerprint* clearance or a receipt showing the date and location where you have been fingerprinted *See the instructions below on how to initiate this clearance.*
- The original results document of your *Act 151 Child Abuse* clearance or proof, such as an email, showing that you have started the clearance process. *See the instructions below on how to initiate this clearance.*

You will then be directed to the Payroll Office where you will submit the following items:

- *Request to Hire Form* from the department where you will be working
- Your original Social Security Card (or a copy of your Social Security Card if you are using other original documentation for the I-9 Employment Eligibility Verification Form)
- Your Driver's License or other valid Photo Identification

ACT 34 - CRIMINAL RECORD CLEARANCE:

Step 1: Send an email to human.resources@millersville.edu with the following information:

- First Name:
- Last Name:
- Email Address:
- Department that you are working in

Step 2: After the request has been seen by a Human Resources representative, you will receive a background screening request. Please Click "Begin Process".

Step 3: Fill out the clearance. Please be aware that only the red * sections are required for you to fill out. After you have filled out the clearance and submitted for approval, exit the window. The results will begin to process, and you can expect an email indicating the results within 24-48 hours.

*Please note that if you do not complete the clearance within 72 hours, the link will expire. *

ACT 114 - FINGERPRINTING CLEARANCE:

Before beginning this online clearance, please email the Office of Human Resources:

human.resources@millersville.edu - for your individual Payment Code so that Millersville University can be billed directly.

To complete this clearance:

1. Go to <https://uenroll.identogo.com/> (use Google Chrome or Firefox)
2. Type in the service code: 1KG756
3. Select "Schedule or Manage Appointment"
4. Fill out the clearance.

1. Essential Info: Fill out your Legal Name and Date of Birth. Under "Method of Contact" fill in your email. You must confirm your email. It is not necessary to list your phone number, but you are welcome to if you would like. Make sure to select your preferred method of contact as "Email".

2. Employer: Please fill in the following information.

Employer Name: Millersville University

Country: United States

Address: 20 Dilworth Road

City: Millersville

State: PA

Postal Code: 17551

3. Citizenship: Fill out your Country of Birth, State/Province of Birth, and Country of Citizenship.

4. Personal Questions: Answer the questions asked. For the final question "Do you have an authorization Code (Coupon Code) that you will be using as a method of payment" select YES.

5. Personal Information: Fill out the information requested. (Height, Weight, Hair Color, Eye Color, Preferred Language, Gender, Race, Ethnicity)

6. Address: Fill out the information requested. (Country, Address, City, Postal Code) This is the address that the results will be sent to.

7. Documents: In the dropdown menu, please select documentation that you can bring to your fingerprint appointment. Please answer the supplemental question that may be asked based on your selection.

8. Location: Please type in the following location code in order to be fingerprinted at Millersville University : SP-DILMILLU – Click "Search" (Do not copy & paste)

Once you have typed in the location, click "Next" across from "IdentoGO, Dilworth Bldg Rm 105"

9. Payment: Enter the payment code that you were given. Make sure the coupon is valid. Once the total amount due shows \$0.00, click next.

10. Date and Time: Select an appointment time. Click SUBMIT.

11. Select "Done" at the bottom of the final page. A receipt with the information that have filled out will be emailed to you

ACT 151 - CHILD ABUSE HISTORY CLEARANCE

Before beginning this online clearance, please email the Office of Human Resources:

human.resources@millersville.edu - for your individual Payment Code so that Millersville University can be billed directly.

To complete this clearance:

1. Go to <https://www.compass.state.pa.us/cwis> and click on CREATE INDIVIDUAL ACCOUNT. You will need to provide basic personal information and create security questions. (If you have already created a Keystone ID in order to view a SERS retirement account online, you can skip steps 1, 2 and 3.)
2. After doing this you will receive two AUTOMATED emails from the state. (These emails may go to a SPAM or junk mail account so please check those before recreating an account.) One email will include the

- Keystone ID that you registered; the other email will include a temporary password.
3. Use your Keystone ID and temporary password to log on again at <https://www.compass.state.pa.us/cwis>. You will be prompted to create a permanent password.
 4. Log on again to <https://www.compass.state.pa.us/cwis> and start a clearance application.
 5. Part 1 – Application purpose: Select SCHOOL EMPLOYEE NOT GOVERNED BY PUBLICSCHOOL CODE: APPLYING AS A SCHOOL EMPLOYEE NOT GOVERNED BY SECTION 111 OF THE PROVISIONS OF THE ACT OF MARCH 10, 1949 (P.L. NO. 14) KNOWN AS THE PUBLIC SCHOOL CODE OF 1949.
 6. You will need to provide addresses where you have previously lived (Country and State are required), names of all individuals with whom you have lived and any previous names you have used or been known by such as nicknames, aliases, or maiden names as early as 1975.
 7. Part 2 eSignature – this is certifying that the information entered on the report is accurate and complete to the best of your knowledge. Click next.
 8. Application Payment: select YES for Payment Code Provided; next enter your individual payment code provided by the Office of Human Resources; and then check the box that says: "By entering this code, you are agreeing that the organization that provided your code will have access to the status and outcome of your clearance application." Then submit your application.
 9. Once the application is complete, you will receive an email confirming that your application has been successfully received. Print the confirmation page for your records. In a few days, you will receive another email indicating that your account has been updated with the results of your clearance.
 10. To retrieve your Act 151 Child Abuse History Clearance, please log into the Child Welfare Portal, <https://www.compass.state.pa.us/cwis/public/home> click on Access My Clearances and you should see a long green box. In that box will be a link to download the results of your clearance. You may download your results and either print the document and bring it to the Human Resources Office or you may forward the pdf to us in an email (Human.Resources@millersville.edu).
 11. If you do not receive your clearance within three weeks by mail, please call 717-783-6211 or (tollfree) 1-877-371-5422. You will have 90 calendar days to bring or mail the originals of the results to the Office of Human Resources.

When you have received this clearance and the FBI fingerprinting clearance, mail or bring them to the Office of Human Resources, Dilworth Building Room 105.

**IF YOU HAVE QUESTIONS REGARDING HOW TO OBTAIN YOUR
CLEARANCES OR SET UP A MEETING,
CONTACT HUMAN RESOURCES DIRECTLY:
Email: Human.Resources@millersville.edu Phone: (717) 871-4950**