

# 2011-12 FEDERAL WORK STUDY GUIDE

AND

## TERMS AND CONDITIONS AGREEMENT

**Federal Work Study (FWS)** placement process is on-line and self-service. Please follow all instructions. Funding is limited and offers will be rescinded once all funds have been allocated. Make sure to accept the terms and conditions at the end of the **FWS Student Rights and Responsibilities** section.

### GET HELP WITH JOB PLACEMENT

There are various ways to get help with job placement, such as:

**Go on-line:**

- at [www.lanecc.edu/finaid/fws.htm](http://www.lanecc.edu/finaid/fws.htm)

**Make an Appointment**

- Call (541)463-5349 or visit Enrollment Services to schedule an appointment with a FWS Advisor.

**Email**

- [evanssm@lanecc.edu](mailto:evanssm@lanecc.edu), include your name and student ID (L number)

**Visit Career and Employment Services:**

- If you need assistance with job placement ideas, visit the Career and Employment Services Office, Building 1, Room 102, or call (541)463-5167 and a Career and Employment Service Advisor can assist you.



### **Helpful Hints:**

➤ If you are declining your FWS award and want your Direct Loan eligibility reconsidered for an increase, complete a Request for Change form (available at [www.lanecc.edu/finaid/forms/index.htm](http://www.lanecc.edu/finaid/forms/index.htm)). Submit your request by mail Attn: Financial Aid, by fax to (541) 463-3983, or place in the drop box located in the lobby of Building 1.

➤ If you need to change or resign from your job, notify both your current supervisor and the FWS Office at (541)463-5349.



### STEPS TO ACCEPT YOUR FWS OFFER

To accept the FWS award you have been offered, complete the following:

**Step 1.** From the myLane Home page, select the "myMoney" tab. Under "Financial Aid Requirements", select "Student Requirements". Your Work Study requirements will be listed under "Unsatisfied Requirements". Read and agree to the terms and conditions of the:

- LCC Information Confidentiality Statement
- Federal Work Study Guide

**Step 2.** Search and apply for a FWS job at [www.lanecc.edu/ces](http://www.lanecc.edu/ces). Do this even if you are returning to a FWS job you had last year.

- click "Lane Job Connection"
- click "Job Seekers"
- click "Find a Job"
- From the Quick Search menu, click "Work-Study On-Campus Jobs" or "Work-Study Off-Campus Jobs" to view all FWS jobs available
- Read the disclaimer and click "I agree"

**Step 3.** Once you are at the "Find a Job" list, click a job title to view details about the job. Look at all jobs that interest you and determine which ones you would like to apply for. You may only have **one** job at a time.

*We encourage you to apply for jobs that relate to your academic and career goals.*

To Apply for a job you've selected, click on [Click here to apply for this job](#) found under the job title. Complete the application and submit.

**NOTE:** If there is not an on-line application for this job, contact the supervisor.

**Step 4.** You may be contacted by the supervisor for an interview.

**Step 5.** Meet and interview with the supervisor. If you are hired, you and your supervisor need to complete the necessary paper work for payroll. Bring the following with you to your interview:

- ✓ Copy of your class schedule
- ✓ Your Social Security Card
- ✓ Picture ID-Drivers license, etc.
- ✓ A voided check for Direct Deposit authorization (optional)

If you have never worked at Lane you will need to fill out three forms (**W-4, I-9, and Direct Deposit Authorization**) for Human Resources. Please use your **current mailing address** and your **legal name** (the name that is printed on your social security card) when filling out the payroll forms.

**Step 6.** Complete an orientation with your supervisor.

**Step 7.** When **ALL** paper work is complete and your supervisor has received the hire approval from the Financial Aid Office you may **START WORK!!!!!!**

If you are awarded FWS and are attending the following terms, the dates you are eligible to work are as follows:

Summer	July 1, 2011	thru	Sept 10, 2011
Fall	Sept 26, 2011	thru	Dec 10, 2011
Winter	Jan 9, 2012	thru	March 24, 2012
Spring	April 2, 2012	thru	June 16, 2012



# FWS STUDENT RIGHTS AND RESPONSIBILITIES

When you accept a FWS position, you accept the following terms and conditions. If you do not meet your obligations, it is grounds for the FWS award to be canceled.

- ✓ You must be registered and remain in at least **6 credits** throughout the term.
- ✓ Maintain Lane's financial aid Satisfactory Academic Progress Standards.
- ✓ You are responsible for monitoring your FWS earnings and hours. You can **not** earn more than your award each term.
- ✓ To calculate how many hours you may work each term, divide the amount of money you may earn each term by your rate of pay. This gives you the number of hours you may work each term. There are 11 weeks in a term. Divide the number of hours you may work each term by 11. This gives you the number of hours you may work each week.

$$\begin{aligned} \$1200 \text{ per term} \div \$8.50 \text{ per hr} &= 141 \text{ hrs per term} \\ 141 \div 11 \text{ weeks} &= 12 \text{ hrs per week} \end{aligned}$$
- ✓ You cannot work more than 8 hours a day and/or 20 hours per week. You cannot work when the college is closed (i.e., holidays, College In-service). Note: Best practice for student success and retention suggests that students are more likely to have academic success working no more than 15 hours per week.
- ✓ You may only have **one** job at a time. It is possible to have more than one job during the year. You are not eligible to participate in Lane's Learn & Earn Program.
- ✓ You are eligible to earn the offered amount each term. If you do not earn the offered amount for that term, the money is no longer available. There is no penalty for not earning the full amount.
- ✓ You will complete your time sheet on myLane. From the myLane Home page, select the **"Employee"** tab. Under **"Time Reporting"**, select your time sheet. Each time sheet covers a 2-week period. Complete and submit your time sheets **BY NOON** on the 15<sup>th</sup> **AND** last day (30<sup>th</sup>/31<sup>st</sup>) of each month.
- ✓ Submitting your timesheet is your responsibility. If you do not submit it in a timely manner, you may not receive payment until the following pay period. If you forget to enter your hours, contact your supervisor or the FWS Office as soon as possible.
- ✓ Record your hours accurately **each time** you work. Do not wait until the end of the pay period and try to reconstruct your work times. Record the total number of hours that you work each day, on your time sheet, to the nearest quarter hour (.25 = 15 min., .50 = 30 min., .75 = 45 min.)

- ✓ **PAY DAYS ARE ON THE 10<sup>TH</sup> & 25<sup>TH</sup> OF EACH MONTH.** FWS earning are paid by direct deposit (if authorized) or mailed to the address on file in Human Resources.
- ✓ Update your address and phone number promptly on myLane any time there is a change.
- ✓ Financial aid will assume you no longer plan to take advantage of your FWS award and the award will be rescinded if:
  - you have not been hired for a FWS position by the end of the 4<sup>th</sup> week of Fall term.
  - earnings are not reported for a period of 30 days.

*\*\*If special circumstances arise regarding your ability to work, contact the FWS Office.*

- ✓ If you file a W-4 with exempt status, you must fill out a new W-4 form after January 1<sup>st</sup> of each year. Complete a new W-4 form promptly at the Human Resource Office if your marital status or tax withholding status changes during the year.
- ✓ It **IS** possible to have a FWS job and also earn credits through Cooperative Education. For more information, contact your Cooperative Education Advisor.
- ✓ You may be eligible for a pay raise every 2 terms during which you remain in the same position. Raises are not automatic; they are based on your performance. The completed evaluation form must be submitted to the FWS Office by the last day of the term. If you miss the deadline, the pay increase will not take effect until the following term. The FWS Student Employee Evaluation form is available at [www.lanecc.edu/finaid/forms/index.htm](http://www.lanecc.edu/finaid/forms/index.htm).
- ✓ FWS wages are taxable. You will receive a W-2 before the end of January each year.
- ✓ Per **Oregon State Law**, you are entitled to a **10-minute break** for every 4 hours you are scheduled to work. You may not work over 6 hours without signing out for a **30-minute lunch** break (unpaid). Per **Federal State Law**, once you have been paid for a position on campus, you are **no longer eligible to volunteer** for that position. When your allocated hours for the term are used up, **you cannot work unless the department is willing to pay you out of their own funds.**

Lane is an equal opportunity/affirmative action institution committed to cultural diversity and compliance with the Americans with Disabilities Act. Anyone wishing to take advantage of these services who has a disability and will need some accommodation in order to fully benefit, contact Disability Services, Building 1, Room 218.

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[www.lanecc.edu](http://www.lanecc.edu)