

## Federal Work Study Student Guidelines & Responsibilities

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- Students must complete federal work study paperwork with the financial aid office.
- Once that is complete, students must complete [the online work study application form on the ECC web site](#) and is located on the first bullet on the page.
- After completing the online application, students must visit with one of the supervisors listed in the document on the second bullet of the web page.
- Once the supervisor has selected the student worker, the supervisor then sets up a time with the HR Coordinator for the student to complete background check forms. Once the background check has come back complete and clear, the supervisor will be notified and will then schedule a time for the student to visit with the HR Coordinator to complete hiring documents.
- Work cannot begin until appropriate hiring documents have been completed. These documents consist of state and/or federal background check forms, state and local W-4 forms, I-9 form, State Reporting form, and payment authorization forms.
- Please contact Lynn Duit, Director of Academic Support/HR Coordinator, to make an appointment to complete paperwork. She can be reach via email at [Lynn.Duit@iavalley.edu](mailto:Lynn.Duit@iavalley.edu) or via phone at 641-648-8513. She is located in the Hub (lower level of Kruse-Main building). She will advise you of additional items you may need to bring with you to this appointment. It important to have an appointment scheduled to eliminate any delays in the process.
- Your yearly allocation of work-study funds is divided between fall and spring semesters. Summer work-study request forms are complete separately.
- Work-study is a form of financial aid. If you have a bill with the College, your work-study earnings can be applied to your bill.
  - You will receive your pay check two times per month; one on or about the 15<sup>th</sup> of the month and one on or about the 30<sup>th</sup> of the month
  - Paychecks must be picked up at the Business Office in the Gentle Student Center, and you will be required to show your student ID card to the Business Office prior to them releasing your check to you
  - Since federal work-study is a form of financial aid, you will become ineligible for work-study immediately if any of the following occur:
    - You completely withdraw from ECC classes
    - You drop to less than half-time for the semester (less than 6 credits)
    - You are put on financial aid termination
  - Once you begin your work-study assignment, make sure you are showing up to work according to the schedule you and your supervisor have arranged and are completing work requirements in a timely manner. Failure to do so could result in termination from the work-study position.

- The federal work-study program provides an excellent opportunity to establish a favorable work record, which may serve well as a valuable reference for future employment.

**Time Card Entry**

Each student worker is required to register for a Paycor account at the time of hire. The Paycor web application is where students will punch in and punch out for hours worked.