

2017-2018 Federal Work-Study Student Guidelines & Responsibilities

- First, all work-study applications must be completed online.
 - Complete the [Work-Study Application Form](#) on the MCC website under Admissions/Financial Aid/[Work-Study Jobs](#).
 - Information about possible work-study areas, guidelines and responsibilities are also available on the MCC website.
 - Online applications will be processed through the District's Human Resources Office. Each work supervisor will have access to all work-study applications through a secure link.
 - Each supervisor will review the applications, determine a suitable candidate, and contact Human Resources to inform them of their intent to hire.
 - All selected work-study students will report to the campus Human Resources Office (Rosario Alvarez in Marshalltown/Grinnell). Here the selected work-study student will complete the required background check and all payroll paperwork.
- Your yearly allocation of work-study funds is divided between fall and spring semesters.
- 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 if you complete the Student Wage Authorization form.
 - You will receive your paycheck on a bi-weekly basis, to do with as you please.
 - Paychecks must be picked up at the Cashier's Office before 12:00 noon on paydays.
- Since Work-Study is a form of financial aid, you will become ineligible for Work-Study immediately if any of the following occurs:
 - You withdraw completely from MCC classes.
 - You drop to less than half-time for the semester (less than 6 credits).
 - You are put on Financial Aid Termination.
- Make sur that you are completing the tasks that are given to you in a timely fashion. Failure to complete job responsibilities could result in termination.
- The work-study program provides an excellent opportunity to establish a favorable work record, which may serve well as a valuable reference for future employment.

Timesheet Reminders

- Your timesheet must be returned to **Renaie Hutzel** in the Provost's Office (MCC Room 117) by the date printed in the lower box on the timesheet in order to be paid for that pay period.
- **IMPORTANT:** Only one timesheet will be accepted per pay period. A new timesheet will not be sent out until the previous timesheet is received in our office. **Make sure you have the appropriate pay period timesheet before you start working each pay period. Your supervisor will always have the correct timesheet.**
- **NO** late timesheets will be accepted.