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 sure 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.