

# 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 at <https://ecc.iavalley.edu/admissions/financial-aid/work-study-jobs/> 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 and student will be notified and the student will then receive an invitation to their IVCCCD email account from Paycor to complete onboarding documents.
- Work cannot begin until appropriate hiring documents have been completed via Paycor and original documents submitted to HR. 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. Once the original forms of identification have been presented to HR, students will then receive an invitation to register for the full Paycor account which will enable students will punch in and punch out for hours worked.
- 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.
  - 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
  - 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.