

Department Process for Hiring Federal Work-Study (FWS) Students

Step One:

As part of the process of hiring a FWS student, the student must first visit with Enrollment Services to determine their eligibility for the Federal Work-Study program. Students will be given a **green FWS eligibility slip** as proof of eligibility.

As part of the process of hiring a FWS student, the hiring department must complete the online [Human Resources Request To Hire](#) form. Questions regarding this process contact Human Resources.

Please have prospective FWS students apply online to the general work-study pool at jobs.maricopa.edu by entering the FWS Job ID: **310454**. Career Services can assist with this process.

To request FWS funds for an eligible student, first, the hiring department must send an email to dl-mc-fwshire@mesacc.edu in the following updated format: (* = required)

***Subject: FWS/HIRE/ (Student Name)**

*Student ID:

*Department:

*Estimated FWS Award Amount: (from green FWS eligibility slip)

After your email has been sent to the above distribution list, the hiring department will then receive an email from FA with a link to the **Federal Work-Study Request Form**. This google form will need to be completed and submitted for the FWS student to be awarded funding. Please allow 3-5 days to process this form (5-7 days during peak months: July-Sept. and Dec.-Feb.).

****NEW-** Prospective FWS students must pass a background check done by [Truescreen](#). The link to the Application Station® can be found [here](#).

Step Two:

The hiring department will be notified via email of the student's FWS eligibility status, FWS award, and tentative start/end dates of employment.

NOTE: Only when the hiring department has been notified via email of the FWS student's award, will the FWS student be able to go to Human Resources (AD-42) to complete their onboarding packet. Please have prospective FWS student bring the proper [I-9 documents](#).

Two forms of ID are required from the I-9 document list above. If a FWS student is continuing from the previous semester, they do not need to complete the employment paperwork again. If there has been any gap in service or any changes (departments, address, email, etc.) the FWS student must go to Human Resources to update their records.

Step Three:

The FWS student-worker cannot begin their FWS employment until the hiring department receives the [HR Welcome email](#), confirming the student's pay rate and start/end date of employment.

- Hiring department can then inform FWS student of their official start/end dates of employment, and have the FWS employee begin working.

Additional Information

Please have your student-worker clock in using the correct **Time Reporting Account Code** listed below:

*****Federal Work-Study (FWS) Time Reporting Account Codes*****

51320: (FWS) College Work-Study (All other departments)

51321: (ARW) America Reads (CCCE only)

51322: (CSW) Community Service (only CCCE, Library, Testing Services, and Career Services)

Please take note of the following Federal Work-Study eligibility requirements that must be met throughout the semester, **NO EXCEPTIONS**:

- **Must have a valid FAFSA application on file with MCC**
- **Must have available financial unmet need**
- **Must be enrolled in a minimum of 6 credits at all times during the semester**
- **Must be meeting Satisfactory Academic Progress**

Financial Aid will notify department supervisor by email if FWS student is no longer eligible for FWS, and what actions are required for the student to regain eligibility. The ineligible student-worker will need to end employment immediately upon notification by the supervisor. Please communicate with your student-worker often throughout the semester about their enrollment status to avoid any issues with eligibility.

NOTE: Please send notification via email to the dl-mc-fwshire@mesacc.edu of any change in enrollment status, overages, or termination of employment for any FWS student-worker.

If you have any questions or comments about FWS, please call Michael Goe @ x47782 or email michael.goe@mesacc.edu.

If the department does not already have a FWS position number, please refer to the [Position Request Training Guide](#) or contact Human Resources for assistance.

4173: Work-Study Student Level 1: \$12.00 - \$15.85