

SAN DIEGO CITY COLLEGE
FINANCIAL AID AND
SCHOLARSHIPS OFFICE



Federal Work-Study Student Handbook

For the 2024-2025
Academic Year

Welcome!

Welcome to the Federal Work-Study Program! This will be your Student Handbook that contains pertinent information for your work-study assignment here at San Diego City College. Please refer here and your copy of the Policies and Procedures form prior to contacting the Federal Work-Study Team for questions.

Did you know?

Federal Work-Study Students may be eligible for the **CalFresh Program!** The CalFresh Program is a federal food assistance program intended to provide low-income individuals and families with benefits to purchase healthy and nutritious food.

For more information, visit the Basic Needs Center or Contact Franchesca Valdes Rankin for more info.

Franchesca Valdes Rankin: fvaldesrankin@sdccd.edu

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What is the Federal Work-Study (FWS) Program?

What is it?

FWS provides eligible financial aid students with a part-time job either on campus or with local partner organizations. Work-study earnings are a supplemental part of the financial aid package to meet education and living expenses. Students MUST submit a Free Application for Federal Student Aid (FAFSA) application to determine eligibility. The funding for student wages comes from the federal government and is paid through the Federal Work-Study Grant.

Need-Based Aid

The term “need-based” is a designation that is based on a student’s financial need. For example, a need-based grant might be awarded based on a student’s low income. The level of financial aid need is determined by the Department of Education when a student completes the FAFSA. The student’s Student Aid Index (SAI) is determined by the Department of Education using this application.



A Temporary Part-Time Job

Students must keep in mind that the Federal Work-Study is a temporary part-time job. It is not meant to be long-term and is contingent on various factors such as, but is not limited to: remaining unmet need, remaining program funding, remaining time until student contract expires, etc.

For students that have county benefits or are part of programs that require documentation (paystubs, letters of verification, etc.), please plan accordingly.

WHAT DO STUDENTS NEED TO BE ELIGIBLE?

Student Eligibility

Preliminary

- Enrolled at City, Mesa, or Miramar but must be receiving Financial Aid at San Diego City College.
- Enrolled in AND maintaining at least 6 units for the awarded semester(s).
- Have an unmet need of at least \$10,000 (see Financial Aid Office to confirm).
- Meet Financial Aid Satisfactory Academic Progress (SAP).

Others

- Be able to follow the SDCCD District's Student Code of Conduct.
- Be able to follow Federal Work-Study policies and procedures set by both the Department of Education and SDCCD.
- Follow Department policies, regulations, and office rules.



Things to Consider:

- Federal Work-Study students who are unable to maintain at least 6-units will have their assignments ended immediately. This termination will be forwarded to the student, their supervisor, and Business Services. If the student plans on dropping any classes, it is their responsibility to notify the Federal Work-Study team if they intend to add new classes to maintain the 6-unit minimum.
- Students unable to follow the Student Code of Conduct, Confidentiality Agreement, and/or Department Policies are subject to termination from employment as well as a referral to the Dean of Student Affairs.

PLACEMENT AND ACCOMMODATIONS

Department Placement

Federal Work-Study students are able to work under one of the many Departments available here at San Diego City College. Departments range from assisting students in the Math Center, preparing lab materials for the Science Departments, creating workshops and fliers for Student Affairs, and many more. Note that students can only work under one department at a time. Any requests to change must first be communicated with the current Supervisor. Due to limited positions, a change in department may not be guaranteed.



Off-Campus Employment

Under the Department of Education's Community Service Clause for Federal Work-Study, San Diego City College has partnered with Sherman Elementary and Horton Elementary as possible options to work under. It is a perfect opportunity for students looking to gain experience in working under a school setting as well as with younger students in a variety of age and school grade ranges.

List of Current Off-Campus Employers (list may not be up-to-date):

Sherman Elementary: 301 22nd St. San Diego, CA 92102

Horton Elementary: 5050 Guymon St. San Diego, CA 92102

DSPS Accommodation Requests

For any accommodation requests, please confirm with your DSPS Counselor to coordinate with the Department Supervisor prior to your placement. If you are requesting any additional accommodations or any adjustments, please ensure that all parties are in agreement.

Depending on Departmental needs, some accommodations may not be guaranteed.

Student Responsibilities

Timesheets

It is the student's responsibility to enter their hours online under the Employee Dashboard. The Financial Aid Office and Federal Work-Study Team do not have access to enter the information. Failure to enter hours on time can delay student's payment until the next pay period.

Code of Conduct

Students are expected to follow both the Student Code of Conduct and their Department's policies and procedures. Federal Work-Study students are considered employees by the San Diego Community College District and are held liable to the same standards as a regular employee. Failure to follow guidelines can warrant termination.

Breaks

# of Hours Worked	What Breaks Can I Take?
3 hours of less	No lunch or paid breaks
4-5 hours	No lunch, 1 paid 15-minute break
6-7 hours	Unpaid 30 minute lunch, 1 paid 15-minute break
8 hours	Unpaid 30 minute lunch, 2 paid 15-minute breaks



Please report the hours accordingly on your timesheet and your Employee Dashboard. They will be recorded in intervals of .15.

For example: Working 3 hours and 30 minutes will be reported as 3.5 hours.

Monitor Remaining Award and Hours

The Federal Work-Study Award is a finite financial aid. Upon completion of On-boarding and Department placement, students will be awarded a certain amount for their Federal Work-Study award. It is the student's responsibility to monitor how much of their award is remaining. Student's can request an increase on their FWS award with the FWS coordinator, but increases are not guaranteed. Once the aid has been exhausted, the student's assignment will end. Take into consideration any pay rate changes during the academic year.

ADDITIONAL INFORMATION FOR STUDENTS

FWS Guidelines

Time Summary Report

- The pay period is from the 1st of the month to the end of the month.
- It is the student's responsibility to enter their hours to their employee dashboard.
- It is the student's responsibility to get the Supervisor's signature for the time sheet prior to submission at the end of the month.
- Delayed time entry and delayed time sheet submissions can cause delays in payment until the next pay period. There is no special payroll for late time entries.
- Students working six (6) hours or more MUST be scheduled for one half hour, uninterrupted, unpaid, duty-free lunch period. 15-minute breaks are to be taken after 3 hours of consecutive work.
- Students are not paid overtime (any work beyond 8 hours.)
- Do NOT project work hours for the following month.
- Do NOT project hours during Holidays per district HR policy.

Student Payment

Students are paid once a month on the 10th (Unless the 10th lands on a weekend or holiday, in which case payment is usually paid earlier). The first pay will be sent via mail. Afterwards, payroll will be processed through Direct Deposit (if students entered information during onboarding).

Address Change

It is the Federal Work-Study student's responsibility to ensure that their addresses are updated with Business Services. Any address changes will become effective with the payroll processed a month later.

Note: The Post Office will not forward FWS paychecks.

Service Animals

Only animals that meet the ADAA definitions of a Service Animal may be brought to work with the Supervisor's knowledge and approval. Currently, only dogs (and miniature horses) are permitted to be considered Service Animals. Please see the link for more information: <https://www.sdccd.edu/docs/District/procedures/General%20Institution/AP%203440.pdf>

FWS Assignment Conclusion

Students' FWS assignment ends when one or more of the following occurs:

- Student does not maintain at least 6 units OR withdraws/drops all classes.
- Student has earned their full FWS award for the 2024-2025 Academic Year.
- Student has remaining FWS funds but the Fall 2024 or Spring 2025 Terms have ended.
- Student is no longer meeting SAP.
- Student's employment contract ends.
- Student is terminated by the District.

Frequently Asked Questions

1. Who do I submit Verification Forms to?

- a. For **Financial Aid Verification Forms**, please bring the form to the Financial Aid Office Front Desk located in Room A-270.
- b. For **Employment Verification Forms**, please email the form to District HR Payroll at hrpayroll@sdccd.edu
 - i. Note that the Financial Aid Office and Federal Work-Study team are not authorized to complete Employment Verification Forms.

2. Can work-study students work remote or during the weekends?

- a. Federal Work-Study students are not allowed to work remote. Per District HR, students are able to work at night and on Saturday assuming a Supervisor is present. Note that Faculty cannot be Supervisors.

3. Can Federal Work-Study students work more than 25 hours per week?

a. No, students are only allowed to work up to 25 hours per week. If students wish to work more, their Department Supervisor may request to be the one to approve student hours and request to have the student work more with Business Services. As a reminder, this can quickly exhaust the student's work-study award. Please consider at your own risk.

4. A Supervisor is not available (vacation, conference, etc.). What should I do?

- a. For timesheets, make sure your Supervisor has designated someone to sign timesheets. For regular shifts, ensure that there is a Supervisor or Dean available to oversee work-study students. Otherwise, you may not work until one is available.

5. Is there Summer Federal Work-Study?

- a. Yes, students must be enrolled in at least 6-units in order to work during the summer in which the last day of employment is the last day of the academic year (June 30th 2025). The Federal Work-Study Program ends at June 30 each year in order to prepare for the End-of-year Financial Aid Reconciliation. The

6. Federal Work-Study Program will resume the following Fall term using the new aid year's FAFSA.

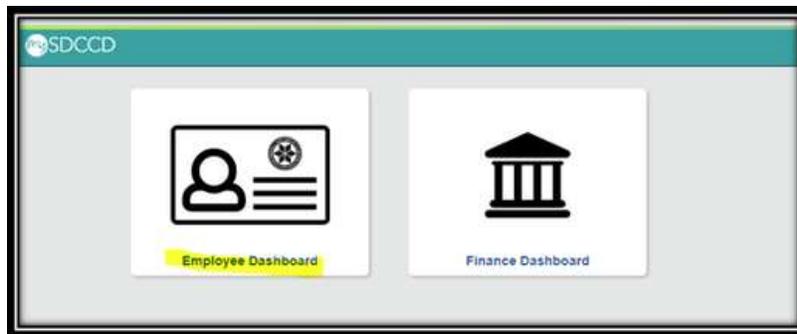
My Federal Work-Study Assignment has ended, but I want to continue working under my assigned Department. Is there something I can do?

- a. Please talk to your Supervisor about the possibility of switching from Federal Work-Study to NANCE Hourly. It is a classification change available only once per Fiscal Year and is paid by the Department's own budget

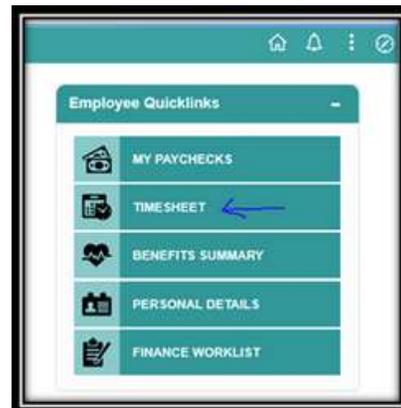
EMPLOYEE RESPONSIBILITIES

How to Enter Hours Online (PC)

1. Login to your Student Portal to see if you can view the **Employee Dashboard** and click on it. If you do not see the dashboard, please contact Business Services. Reminder: The FWS Team cannot access student dashboards.



2. Use the Employee Quick Links to click on **TIMESHEET**. It is located on the right side of the screen.



3. Click on **Enter Time**.

HOW TO ENTER HOURS ONLINE CONT.

4. Input worked hours on each day and submit. Click OK to Certify the Timesheet. Remember to put hours as REG - Regular Earnings.



5. Click OK to certify the timesheet and click OK to refresh your timesheet.



6. Remember to complete your Monthly Timesheet and submit it (with both student and Supervisor signatures) before the end of the month! **Students who do not enter hours through the portal will not have their pay calculated by HR Payroll.**

Reminder:



Note:

Any hours entered above the 8 hour daily limit will automatically be rejected.

Any hours entered for the next payroll month will automatically be rejected.

Deadlines

Timesheet Deadlines

Fall 2024	Spring 2025
August 28	January 29
September 25	February 26
October 29	March 26
November 19	April 28
December 12	May 28
	June 25

- **It is the student’s responsibility to enter hours to their portal on time. Any late entries may be processed late by District HR.**
- Students are not allowed to work beyond 8 hours per day. Any hours entered above 8 will be rejected.
- Remember to not enter any hours for the following month. They will automatically be rejected (For example, entering hours for March while it is still February).

Access to Paystubs

- Access to paystubs will close after June 30, 2025 (unless you switch from FWS to NANCE Hourly). For students who require paystubs for records, please ensure that you download them prior to June 30, 2025.
- Beyond June 30, 2025, students will need to reach out to District HR Payroll (see contact page).

CONCLUSION

Who to Contact

Who do I contact for certain Topics?

Financial Aid	Financial Aid Verification Forms, Work-Study Awards, Placement Changes
Business Services	Position changes, Hiring status, General questions regarding payroll.
District HR	Employment Verification Forms, Payroll questions, Paystubs, Timesheet Corrections

Financial Aid (Federal Work-Study Team)

Jazmine Soto Olivares (Preliminary Contact | Financial Aid Outreach Specialist):
jsoto@sdccd.edu

Financial Aid Office (For Financial Aid Questions or Financial Aid Verification Forms):(619) 388-3501 | Room A-270

Instagram (For Financial Aid Updates and Announcements):
@sdcityaid

Business Services

Andres Sanchez (Business Services Administrative Technician):
asanchez007@sdccd.edu

District HR Payroll

District Payroll Contact:
hrpayroll@sdccd.edu