

DCC FWS NEWSLETTER



Volume 1/ Issue 2

A RECENT SUCCESS

Evaluation for 1617 semester

The top students with great evaluations are:

Anthony Ally
Aaliyah Boomer
Kyra Brown
Marshallee Brown
Melanie Burdwell
Donisha Claiborne
Alison Figueroa
Gina Bazile Gabriel
Rodney Hollis
Garincha Jean-Paul
Breion Jones
Johnae Parker
David Robbins
Taylor Stribling

Great job! Wishing you continuous success on a job well done.

What is Federal Work-Study (FWS)?

FWS provides an opportunity for part-time employment for students with financial need, allowing students to earn money to help pay educational expenses. The Delgado work-study program encourages students to seek part-time work related to their programs of study or in community service. Positions are available on campus in a number of university departments and off campus at approved nonprofit and governmental agencies. Students can work up to 20 hours per week, and hourly pay rates. Students must be enrolled in at least 6 credit hours each semester to maintain FWS eligibility during the academic year (fall and spring).

8 Things You Should Know About FWS

1. Being awarded Federal Work-Study does not guarantee you a job. 2. Not all work-study jobs are on campus. 3. Work-study funds are not applied directly to your tuition. 4. Work-study jobs may be limited. 5. Federal Work-Study is not guaranteed from year to year. 6. Pay may vary. 7. Work-study earnings are removed from your FAFSA calculation for the next year and 8. Hours worked may vary. This program was one of Former President Ronald Reagan's favorite program.

Benefits of Using FWS Funds

There are many benefits of using FWS funds, such as FWS employment being positively linked to academic achievement and graduation. In addition, FWS earnings are excluded in determining expected family contribution in the next aid year. More benefits are listed below.

- Flexible work schedules
- Option to reduce student loans
- Valuable work experience
- Reduced transportation costs with employment on or near campus



GET THE PICTURE

A great worker will do what is required as a FWS student

Payroll Processing/Web Time Entry

- FWS timesheets should be submitted via your LOLA account.
- Students working off campus should have their supervisor's FAX copies of their timesheet and deliver original timesheets to FWS Coordinator/ Student Financial Assistance Office. Failure to submit time sheets on time (*12:00 noon on the Wednesday following payday unless specified otherwise*) to the Student Financial Assistance Office will cause a delay in processing.
- Any problems concerning student(s) not receiving their payroll check should be directed to Payroll.
- An e-mail will be sent out (*from the FWS Coordinator*) to inform supervisors as to when a student can start working as well as when a student is running out of work-study funds.

Federal Work-Study Mannerism/Professionalism While on Site

- All students must conduct themselves in a professional manner. Be **respectful** and **polite** to all students/employees/visitors
- Appropriate attire is required at all times. **No** hats, head scarves, stocking caps, hoods, do-rags, skull caps, head wraps, ear phone/plugs, or clothing revealing inappropriate body parts can be worn in the office.
- All office computers are for office work – no searching the internet
- If students are unable to report to work at their scheduled time they must contact their respective supervisors.
- No student may work for more than one department simultaneously at any time.
- Students are not allowed to work during their scheduled class time. When a scheduled class has been changed, they must submit a new schedule to the supervisor.



CELL PHONE USAGE

All cell phones must be placed on vibrate and not to be used during working hours unless it is an emergency! All office phones are for official business, not personal use!



Have a Safe Holidays and we are looking forward to a fantastic Spring 2017 Semester

From your Student Financial Assistance- Federal Work- Study Department