

# On-Campus Federal Work Study Faculty/Staff Information Sheet



The Butte College Career Center facilitates the Federal Work Study (FWS) program by helping eligible college students apply for on-campus FWS positions and by supporting staff and faculty members to provide a paid experience for students through the FWS funds that are allocated to their department.

Students can work up to a maximum of 20 hours per week. Allowable FWS work hours are based on the amount of FWS funds allocated to the department and students' financial aid status/level of financial need which varies from student to student. Not all departments receive FWS funds and not all students will qualify for FWS and for those who do, some may not be eligible to work the maximum allowable hours.

Students must be enrolled in at least 6 payable units and maintain satisfactory academic progress at all times to earn FWS wages.

## How It Works:

- 1) Student receives a FWS Eligibility Notification form from the Career Center that reflects their eligibility and total amount of FWS funds they can earn
- 2) Student shows the FWS Eligibility Notification form to prospective departments who are hiring. The supervisor completes the bottom section of the form if they decide to hire the student.
- 3) Upon the student or supervisor submitting the completed FWS Eligibility Notification form to the Career Center, the Career Center records the form, enters the award amount in Colleague and notifies Financial Aid
- 4) Career Center completes and routes *FWS Job Authorization* form that includes award amount and budget code to student, site supervisor, and Dean/designee for signatures and Cc's HR and department admin support person
- 5) Student submits completed Butte College Application for Student Employment to HR with right to work docs, completes new employee packet issued by HR and gets fingerprinted
- 6) Student can begin work upon notice from HR (DOJ live-scan clearance)
- 7) Faculty/Staff shall follow same policies and practices that applies to all other student assistants such as following the same pay periods to submit timesheets to Payroll

**Andrea Walters**  
**Butte College Career Center - SAS 258, Main Campus**  
**waltersan@butte.edu (530) 895-2466**