

Procedure for Applying for
FEDERAL WORK STUDY POSITIONS

If you are interested in applying for the KVCC Federal Work-Study (FWS) Program, please familiarize yourself with the information contained in this document and follow the steps outlined:

- ✓ Please contact the Financial Aid Office for the list of positions and a work study packet. **The hourly rate of pay for most jobs is \$7.50.**
- ✓ Please check with Jill MacLean, Assistant Financial Aid Director, Carter Hall, to see what positions are available.

Contact the supervisors on or after school begins to schedule interviews. Job descriptions and qualifications for all positions are on file with the Financial Aid Office and are also on the financial aid web site.

Supervisors will begin the interview process during the first two weeks of school and will continue until all positions are filled. Positions may open at any time during the school year.

If you are interested in any of the jobs listed, you must take responsibility for contacting the supervisor of each position. Students who do not meet the minimum job qualifications will be interviewed at the discretion of the supervisor.

Once hired, student employees will be required to sign FWS contracts with the Financial Aid Office (Ext. 5121), complete payroll forms with the Payroll Office (Ext. 5106), and submit biweekly time sheets to their supervisors. After verifying the hours worked, supervisors will sign the time sheets and submit them to the Payroll Office for processing. FWS employees may not submit time sheets directly to the Payroll Office. If this occurs, the time sheets will be returned to supervisors for verification, possibly delaying student paychecks up to three weeks.

The payroll is completed every two weeks. FWS employees may pick up checks every other Wednesday in the Frye Building with Diane at the reception desk or with Rocky in the payroll department. There is usually a one-week delay of paychecks for employees being placed on the payroll for the first time.

If you have any questions regarding this process or the FWS Program, please contact Jill MacLean at either **453-5121 or 1-800-582-5882, Ext. 5121.**