

PROCEDURE

Number: 51-18
Title: Work-Study Students Sign-In and Time Sheets
Responsibility: Student Services
Original Approval Date:
Last Cabinet Review: 6/3/2025
Last Revision: 6/3/2025

Reference (Policy and/or Procedure)

SBTCE:

FDTC: 50-51 Financial Assistance

Other:

Procedure Description

Purpose

To establish guidelines governing the record-keeping of hours worked by work-study students.

Procedure

1. Work-study students must enter hours worked on the FDTC Web Time Entry on FDTC Self-Service.
2. Under no circumstances should a student work during any hour of his/her class schedule posted on screen STSC on the Colleague system. The only exception is if the College Calendar has posted dates of no classes in session.
3. Supervisors must monitor the number of hours worked in order that students do not exceed the number of hours allotted per week.
4. The FWS student must enter hours worked on the FWS electronic system at the end of each day.
5. The time entered on the FWS electronic system must be verified and approved by the supervisor by the posted deadline date for each pay period.
6. If a FWS student quits working for any reason, the Financial Aid Office must be informed by the supervisor of the last day the student worked. The FWS position will then be posted as a current opening.

Supervisors are given a copy of the work contract signed by the student that indicates the total number of hours allotted to each work-study student. Students may not exceed the weekly hours awarded without approval from the Financial Aid Office.