

Ogeechee Technical College

Federal Work-Study Requirements Checklist:

STEP 1: Attend and complete this orientation.

STEP 2: Complete the FWS Application at the end of this orientation session and submit to:

Cindy Phillips
Director for Career Placement and Student Support Services

One Joseph E. Kennedy Blvd. | Statesboro, GA 30458
Office 191, Joseph E. Kennedy Building
Phone: [912.861.1620](tel:912.861.1620) | Email: cbphillips@ogeecheetech.edu

STEP 3: Sign the Family Educational Rights and Privacy Act (FERPA) Confidentiality Statement.

- [Family Educational Rights and Privacy Act \(FERPA\)](#) - download and print this PDF. Submit to Cindy Phillips with completed application.
 - Student information is private. Sharing information you have access to in your work-study position will result in immediate termination of job position and could result in other actions!

STEP 4: Check Banner Web for application status for approval or disapproval.

- You must be approved by Financial Aid (FA) to participate in the Federal Work-Study Program. Your application will be sent to FA for review and approval. Allow at least 72 hours for review.
- Print Banner Web message for verification when job searching. Take this printed message with you when you job search.

STEP 5: Once approved by Financial Aid, access the [Career Services Web site](#) for a listing of available Federal Work-Study positions. The link for this web page can be found by:

- Visiting www.ogeecheetech.edu.
- Hover over **Current Students** and click **Career Services**.
- Click **Job Listings** and then click [View Work-Study Positions/Training Schedule](#).

STEP 6: Interview with departments offering work-study positions.

- Present your **approval from Financial Aid** – this verifies that you are authorized to job search and interview for a position. *Departments will not interview without viewing your e-mail first.*

STEP 7: Once a FWS job is reserved, remind the FWS supervisor to complete the work-study request form on the OTCNET.

- This sends notification to **Career Services, Financial Aid, and Human Resources (HR)** that you have reserved a position and are allowed to start your HR processing, HR application, and background check. *HR will not start processing you without receiving the e-mail.*

STEP 8: The Director for Human Resources will send a message to your student e-mail account (not Banner Web) with a *State of Georgia Background Request Form* for you to complete (a requirement of all state employees).

- Take the completed form to the Director for Human Resources (HR) located in the Kennedy Annex (Business Office area), Room 622.
- Name or address changes must be made at Human Resources and at the Registrar's Office . HR pulls name and address information from your employment application not from student information files.

You cannot work until this is completed!

STEP 9: Once your State of Georgia Background Request Form has been processed (1-5 days), the Director for Human Resources will e-mail you the status of your FWS employment request.

- If approved by HR (based upon your background check) – HR's e-mail will ask you to stop by HR to complete your Human Resource paperwork/application.
- This paperwork must be completed **within three days** of beginning your work-study position.
- Keep in mind, you cannot begin working as a FWS until you are notified by HR that you may do so (*Satisfactory background request received, e-mail from HR, etc.*).

STEP 10: Sign Federal Work-Study Contract.

- The date your FA Contract will be available for signing can be found [Work-Study Job Listing Web page](#). Failure to sign your Federal Work-Study Contract on the specified date will result in not receiving pay.

STEP 11: Turn in timesheets the last working day (duty day) of the week to Student Affairs Assistant Ann Simmons. (located in the FA Office)

- It is your responsibility to ensure your time sheet is submitted weekly – late submission may result in not being paid on-time.
- Pay is received through direct deposit – check with HR about setting up your direct deposit.
 - First check will be mailed. All others will be direct deposit.
- Directions for filling out your time sheet can be found on the [Work-Study Job Listing Web page](#).
*Note: ensure you follow the directions listed on the time sheet **exactly** - or time may not calculate correctly.*
- Time sheets must be completed by computer entries - hand written time entries will not be accepted.