Community Service - Things You Need to Know

Thank you for your interest in obtaining a community service work-study position.

While students are always free to volunteer their services to any of our community service agencies, only those students who have been awarded Federal Work Study Program (FWSP) funding may be paid for their work.

The Office of Civic Engagement maintains a list of approved community service agencies and will assist you in finding a match. If you have an agency in mind, but it has not entered into a contractual agreement with Bucknell University, we are unable to fund you. Have the agency contact the Office of Civic Engagement. Below is a summary of the Community Service Employment process:

- Before attending an interview with the agency, the Office of Civic Engagement will determine if you have been awarded with FWSP funds. If you have, they will provide you with a Community Service Federal Work Study Program Employment Form. This form is completed first by the Office of Civic Engagement, then by your prospective employer, and then by you. You must return the completed form to the Office of Civic Engagement promptly. **No student will be paid without this form completed by all parties.**

- The Office of Financial Aid then “authorizes” your employment. Unless you are authorized, time worked in the position will be considered non-paid “volunteer” time.

- You need to keep track of the hours you work and submit those hours using online time sheets through myBucknell. You are paid based on the amount of hours you work. It is a good habit to write down the time worked before leaving your place of employment.

- You must submit your hours online by the designated date that the Office of Civic Engagement provides for you. You will be paid bi-weekly and the Office of Civic Engagement will provide you with a pay schedule. If you do not report your hours by the pay schedule deadline, you will not receive a pay check for that period.

- Students are generally awarded between $1,500-1,800 in FWSP for the year. Keep track of your total earnings. If you are getting close to the $1,500 you have been authorized for, you may wish to contact Jamie Lowthert in the Office of Financial Aid to ask for additional FWSP funding. Eligibility is based on your total aid package, and whenever possible, we meet student’s requests for more funding. **If you work over the amount of time you have been authorized for, the additional hours will be considered non-paid volunteer time and you will NOT be paid.**

- The Office of Financial Aid attempts to notify students who are close to earning all of their FWSP funds. We do so by email. However, because some students submit two time periods at a time, we may not have the correct information in time for us to notify you. Thus it is primarily your responsibility to monitor your total earnings. Remember, if you go over your authorized earning amount, your time will be considered non-paid volunteer time.

We thank you for reading this. Please keep this form for future reference. If you have questions about payment contact Office of Financial Aid at 7-1331 or finaid@bucknell.edu.
Paperwork for Student Employment

Before beginning work, you must:

1. Report to the Payroll Office to fill out W-4 and I-9 forms. Even if you have previously handed in these forms, please check with the Payroll Office to make sure that your paperwork is up to date.

2. Bring the following identification to complete the I-9 forms. You must bring one form from each of the following lists:
   a. Driver’s License; U.S. Military Card; Bucknell ID
   b. Original Social Security Card; Birth Certificate; Unexpired INS Employment
   c. OR ONLY a U.S. Passport

3. Bring a voided check or deposit slip to the Finance Office as the University pays by Direct Deposit. This can be to any bank within the Federal Reserve A.C.H. System. A voided check or other back document (showing the ABA Routing & Transit #) is required to sign up.

4. Remember to submit your time electronically according to the bi-weekly schedule provided for you.

5. The pay will be in your account on payday, and earnings statements will be distributed to the campus mail boxes.

These forms must be completed and handed in to the Payroll Office before you start to work! Time reports not containing the proper information will be cause for delay, and not paid until the following pay period.