Community Service Federal Work-Study
Things You Need to Know

Thank you for your interest in obtaining a community service federal 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 (FWS) as part of their financial aid package may be paid for their work through this program.

The Office of Civic Engagement maintains a list of approved community service agencies and will assist you in finding a placement. If you have an agency in mind, but the agency has not entered into a contractual agreement with Bucknell University, the agency must complete additional requirements to be eligible as a work-study host site. If this is the case, please ask the agency to contact the Office of Civic Engagement.

Below is a summary of the Community Service Federal Work-Study Employment process:

- Log onto the BRIDGE, use the work-study only quick link to review the listing of work-study eligible positions. Only the Community Service Federal Work-Study positions are overseen by the Office of Civic Engagement. The posting will explicitly state, “Students interested in a community service federal work study position must make a 15 minute appointment with the Office of Civic Engagement (119 Bertrand Library, 570-577-3973) to verify work study eligibility.”

- Make a brief, 15 minute appointment with the OCE Coordinator, in the Office of Civic Engagement to verify your eligibility for the posting(s) on the BRIDGE that interest you.

- Once your eligibility has been verified, students work with the OCE Coordinator, to find a placement at a local non-profit. During the process, each student will be provided an Employment Form that will need to be completed by the following three parties 1) the Office of Civic Engagement, 2) the student and, 3) the Community Partner. The Employment Form must be completed and returned to the Office of Civic Engagement prior to beginning to earn your work-study allotment. No student will be paid until all parties sucessfully complete the Employment Form, it is on file at Financial Aid and the student has properly enrolled with the Payroll Office.

- Once the student has interviewed for, been offered, and accepts a position with the Community Partner via the Employment Form, the student must also ensure all necessary supporting documents are on file with the Payroll Office at Bucknell University to ensure proper, timely payment of funds.

- It is the responsibility of each student to track the hours they work each pay period and cumulatively throughout the academic year. Each student will have two supervisors and two sets of time sheets. The first is to contact the OCE Coordinator, who will approve time sheets in myBucknell. The second is the Community Partner supervisor and time sheet tracking at each host site location. Students are paid based on hours entered and approve in myBucknell. It is a good habit for students to write down the time worked before leaving your place of employment.

- Each student must submit their hours online by the designated date that the Payroll Office provides. Students are paid bi-weekly. The pay schedule is online in myBucknell under the Payroll Office. As a courtesy, Office of Civic Engagement will provide you with a hard copy pay schedule as well at the beginning of your CSFWS term. 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 $900 -1,800 in FWSP for the year. It is the responsibility of each CSFWS student to keep track of your total earnings. If a student is nearing earning all of their work-study allotment, the student has three options. 1) Stop working at the community partner once the entire allotment has been earned. 2) Ask the Community Partner to take you onto their payroll and work directly for the Community Partner. Or, 3) Reach out to the Financial Aid office, in writing, and ask for your individual package to be reevaluated and considered for an additional allotment. Eligibility is based on the total financial aid package, and whenever possible, the University strives to meet student’s requests for more funding.
If a student works more than their authorized allotment, the additional hours will be considered non-paid volunteer time and you will NOT be paid.

• As a courtesy, the Office of Financial Aid attempts to notify students who are close to earning all of their CSFWS allotment as does the Office of Civic Engagement. However, because some students submit work covering two time periods on a single time sheet (which is discouraged), these offices may not have the correct information in advance of you earning your remaining allotment. Thus, it is primarily the students’ responsibility to monitor their total earnings.

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 to earn your community service federal work-study allotment, you must:**

1. Complete all payroll related forms and submit originals of supporting documentation to the Payroll Office in Marts Hall. These forms are on myBucknell under Payroll Office electronically or at the Payroll Office in Marts Hall in hard copy. Even if students have previously handed in these forms, please check with the Payroll Office to verify that all documents are 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 Payroll 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. Add to Payroll Form. The Office of Civic Engagement will provide you with an Add to Payroll form once the Employment has been signed and completed by all parties. This form needs to be submitted to the Payroll Office.

5. Remember to submit your time electronically according to the bi-weekly schedule. Pay periods all end on a Saturday and you have until the following Monday to enter your timesheets. Any time worked but not entered, can be entered in a subsequent period as RETRO hours. However, a best practice is to enter hours as they are worked. Pay days are always Fridays.

*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 eligible to be paid until the following pay period.*