

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 whom 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 may assist you in finding a job placement. However, 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 and use the Work-Study only quick link to review the listing of Work-Study eligible positions; only the *Community Service Federal Work-Study* (off-campus positions) is overseen by the Office of Civic Engagement. The posting will explicitly state “Students interested in a Community Service Federal Work Study position must contact the Office of Civic Engagement (119 Bertrand Library, [570-577-3973](tel:570-577-3973)) to verify work study eligibility.”
- After verifying a student’s eligibility for Work-Study, the OCE Coordinator will provide the contact information of the chosen local non-profit organization or agency. Each student will have to contact the agency to know more about the job tasks and the schedule, and/or make an appointment for an interview if needed. Students are limited to **two jobs** at any given time.
- Once the student has interviewed for and been offered a position with the Community Partner, each student will be provided an **Employment Form** that will need to be filled out by the following three parties: 1) the student; 2) the Community Partner; and, 3) the Office of Civic Engagement. Once completed, the Employment Form must be returned to the Office of Civic Engagement; no student will be allowed to work until the hiring has been approved by the office of Financial Aid and the student has properly started the **payroll** setup/enrollment process (Workday electronic tasks). The student must ensure all necessary supporting information and documents are on compliance with the Payroll Office.
- Each student will have two supervisors for each position. One of the supervisors is the OCE Coordinator, who will approve bi-weekly electronic time sheets through Workday in myBucknell; the second is the Community Partner’s supervisor in the host site location.
- It is responsibility of each student to clock-in and clock-out using Workday every time they work. Students are paid based on the number of hours entered and approved through Workday in myBucknell, and each student must submit the number of hours worked by the designated date that the Payroll Office provides. Additionally, each student will have to reproduce a paper version of the electronic time sheet, get it signed by the host site supervisor, and turn it in/drop it

off at the Office of Civic Engagement; both versions (electronic and paper) have to match in dates, hours and the number of total hours reported for each pay period.

- Students are paid bi-weekly; the pay schedule can be found online in myBucknell under the Payroll Office. As a courtesy, the Office of Civic Engagement may provide you with a hard copy of the pay schedule at the beginning of your CSFWS term. If you do not report your hours by the pay schedule deadline, you will not receive payment for that period.
- Customarily, for Community Service (off-campus jobs) students are generally awarded between \$900 (109 hours) and \$1,800 (218 hours) for the academic year. It is their responsibility to keep track of hours worked (each pay period and cumulatively) throughout the academic year. If a student is nearing earning all of their work-study allotment, the student has three options 1) Stop working at the community partner agency 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, 3) Reach out to the Financial Aid office (570 577 1331) 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.
- As a courtesy, the Office of Financial Aid attempts to notify students who are close to depleting their funds CSFWS funds, 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/updated information in advance of you remaining allotment. Thus, it is primarily the responsibility of a student to monitor their total earnings.

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