

Approval & Hiring Process

Any Carnegie Mellon University ("CMU") student hired through the Federal Community Service Work Study ("FCSWS") program must be eligible for a federal work study award.

Heinz College's Office of Financial Aid must formally approve the prospective FCSWS hiring agency or organization ("FCSWS Hiring Organization") and their proposed position before the student can begin working. Approval is required for each new employment term (i.e. the academic year or summer), regardless of the FCSWS Hiring Organization's previous determination of eligibility, even if the student and job remain the same.

Approval is at the sole discretion of the Heinz College Office of Financial Aid and is determined after submittal of the following to CMU:

- A detailed job description
- FCSWS Hiring Form
- FCSWS Participation Acknowledgment (contract)
- IRS 501(c)3 determination letter (if applicable)

Students **cannot** begin working through the FCSWS program until the FCSWS Hiring Organization has been notified in writing by the Heinz College Office of Financial Aid that the Hiring Form and Participation Acknowledgment have been processed and approved. Approvals are typically completed within 10 business days of receipt of all required FCSWS paperwork.

Note: If the FCSWS Hiring Organization allows a student to begin working without prior approval from the Heinz College Office of Financial Aid, the student cannot be paid for those hours through the FCSWS program and the FCSWS Hiring Organization will become immediately responsible for paying 100% of the student's wages for the unauthorized period.

Employment Term

The student may work during the **academic year** (mid-August through mid-May) or the **summer** (mid-May through mid-August).

The date of approval, as provided by the Heinz College Office of Financial Aid, shall serve as the earliest start date for the student through the program.

Termination provisions of the FCSWS program include termination without notice on whichever comes first:

- The last day of the employment term in which the student has been approved to work or;
- The date the student earns the full amount of his/her work study award

Wage rate

The student will be paid \$17 per hour. Students will be compensated by CMU for all approved hours worked under the program, which, unless required by applicable law or CMU policy, will not include any holiday, vacation, sick pay or fringe benefits. The amounts referenced in this document are current as of the version date at the top of this document and are subject to change.

The Department of Education will reimburse CMU for 70% of the student's wages. The FCSWS Participation Acknowledgment indicates whether the FCSWS Hiring Organization or Heinz College will reimburse CMU for the remaining 30% (aka the "non-federal share") of the student's wages.

Award Limitations

The work study award, as determined by CMU, represents the student's maximum earnings. Full-time, federal-aid-eligible students are typically offered a work study award of:

- **\$5,000** for the **9-month academic year** (fall/spring semesters) **in Pittsburgh**
 - Student can work a maximum of 294 hours; approximately 10 hours per week at \$17 per hour.
- **\$15,456** for 2nd year MSPPM-DC track students **only** for the **9-month academic year (fall/spring semesters) in DC**
 - Student can work a maximum of 909 hours; approximately 30 hours per week at \$17 per hour.
- **\$6,000** for the **summer term**
 - Student can work a maximum of 352 hours; approximately 40 hours per week at \$17 per hour.

Time Records

The FCSWS Hiring Organization will be responsible for ensuring accurate and timely submission of bi-weekly time records.

- In order to meet payroll deadlines and to comply with federal regulations, the FCSWS Hiring Organization must submit e-mail approval to hzfinaid@andrew.cmu.edu for all bi-weekly time records entered by the student into CMU's on-line time-tracking system, Workday.
- Approved time records are then processed by CMU's payroll office.
- Deadlines for approval submission will be in the FCSWS Workday calendar provided when the position is approved.

Note: Failure to submit approvals by posted deadlines may result in the student not being paid until the next regular bi-weekly pay period.

Billing

If applicable, CMU will invoice the organization for their portion of the 30% non-federal share on a monthly basis.

The invoice will be based on the student's submitted and approved time records.

Regardless of the FCSWS Hiring Organization's ability to pay the 30% non-federal share

- **Students are not permitted to work overtime.** If the FCSWS Hiring Organization allows the student to work beyond 40 hours per week, they become immediately responsible for paying 100% of the student's wages over 40 hours and will be billed accordingly.
- **The maximum award amount cannot be exceeded.** If the FCSWS Hiring Organization allows the student to work beyond their maximum award allotment, they become immediately responsible for paying 100% of the student's wages for hours worked over that allotment and will be billed accordingly.

By signing below I acknowledge that I have read and understand the FCSWS Supervisor Overview.

I understand that this document presents a general overview of program requirements and reflects rates in effect as of the date of this document, and that the applicable Participation Acknowledgment will contain detailed program terms and conditions.

Signature & Title _____

Date _____

Office of Admissions and Financial Aid

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