



## Financial Aid

# Federal Work-Study Supervisor Contract & Handbook

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## Timelines: Work Start/End Dates & What's New

### 25-26

- Position intake opens up May 5, 2025
- Work-study student employees may begin earning wages for the 25-26 academic year as early as July 7, 2025
- The last day to work is June 14, 2026. No work-study student employees can work past this date. This is a mandatory break stoppage between two academic years. If you wish to keep a student working, you will need to transition them to your department's payroll via EPAF.
- **NEW** Students may not work during the breaks (6/16/25-7/6/25, 9/8/25-9/21/25, 12/15/25-1/4/26, 3/23/26-3/29/26, 6/14/26 the last working day of the year)
- Processing Timelines:
  - On average, it takes up to 7 business days for the position to be reviewed, approved, and set up in all the systems at the college.
  - On average, it takes up to 5 business days to complete the EPAF and other business process steps involved in executing a new hire at PCC. We hope that the implementation of Workday in the future will allow for streamlined hiring.
  - ***Please remember: The timelines may vary during peak times (i.e. beginning of the term, grades week, etc.)***
- All work-study communication is done via [workstudy@pcc.edu](mailto:workstudy@pcc.edu) email.
  - It's monitored by 3 staff members and we're able to provide you with a more timely and concise response. (Contacting Federal Work-Study staff individually may result in communication breakdown and a delayed response.)

## 25-26 Timeline: Position Requests and Students

- June 8, 2025 - Position request submissions for all positions (new and aspiring to continue in 25-26 AY) due in PantherWorks
- June 9-13, 2024 - positions for 25-26 academic year reviewed by the FWS Team
- July 7, 2025 - Students (new and continuing) authorized as hired for 25-26 can begin working in a work-study position (this is tentative and based on how the transition to Workday impacts Work Study hiring)
- September 1, 2025 - deadline to submit a FWS job placement for Fall 2025 term

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**Expectations of FWS Supervisors:**

While we understand that it is common practice at PCC for managers to leverage support from IAAs, APs, and other PCC staff, it is essential that a Federal Work-Study supervisor understands they have a central responsibility in program compliance and operation.

The federal work study program, as the name implies, is a program involving federal Title IV dollars and brings with it additional operational complexity and compliance responsibility for everyone involved, and the hiring department must shoulder their share of that responsibility.

Other staff may support the supervisor with certain discrete tasks within their department, but cannot replace the supervisor's core responsibilities to the student and to the program.

We expect:

- 1) Communication on issues beyond general FAQ to come from the position supervisor, particularly for escalated/complex cases.
- 2) The supervisor will provide the FWS student employee with clear expectations of work
- 3) The supervisor will provide employees feedback on their work - areas where they are excelling, areas where improvement could be made as well as to provide reasonable support to make these improvements.
- 4) If the circumstances warrant terminating a student's employment, the supervisor is communicating that information promptly to the student and the FWS team.
- 5) The supervisor must certify timesheets, and maintain records of hours worked and work performed.
- 6) The supervisor is keeping their own eye on student hours/earnings against their maximum, as well as responding promptly to address any notifications from payroll or the FWS team.
- 7) The supervisor must ascertain that the student is not working during any period where they are scheduled for a registered academic activity. If there is a unique exception, such as due to a course being canceled on a given day, specific notation of those circumstances must be retained and provided to the FWS team or auditors if requested.

We understand that participating in the Federal Work Study program carries significant responsibility for all of us at PCC, and particularly for you as a Federal Work-Study supervisor. We appreciate your partnership in the Federal Work-Study Program and the funding it provides for PCC students.

If you have any questions about the program, please contact us at [workstudy@pcc.edu](mailto:workstudy@pcc.edu).

## About FWS

### ***What is Federal Work-Study***

Federal Work-Study Program (FWS) is a federally-funded, regulated, and audited student employment program which provides financial assistance to students by compensating them for the work they perform.

### ***Information About Federal Work-Study at PCC***

- You must have an approved position with the Federal Work-Study Department in order to employ federal work-study student employees
  - Submit your position proposal in [PantherWorks](#).
  - Allow 5-7 business days for the Federal Work-Study Department to review your proposal, confirm that the position meets federal work-study requirements, and the position is created in the college and employment systems.
- Work-Study positions are advertised for the duration of the academic year unless a supervisor indicates otherwise or all the openings have been filled.
- While most position requests are submitted for summer or fall, we will continue to accept requests for winter/spring, and will evaluate those requests against the overall program budget picture.
- FWS Positions are typically active for up to one academic/aid year, but may be limited to specific terms within that year based on the student's enrollment, intent, and eligibility.
- Employment year begins July 1 during Summer term and ends on or prior to the last day of Spring term of any given academic year.
- Students must be enrolled in and attending at least **six credits** in any given term to participate in federal work-study. This is a change back to old policy, which was waived during the pandemic.
- Students must file the FAFSA, meet federal financial aid student eligibility requirements, and be offered federal work-study eligibility to participate in federal work-study employment at PCC. ***International students are categorically ineligible to participate in the Federal Work-Study program.***
- To ensure that work-study student employees have time for school work, federal work-study student employees are limited to 20 hours per week maximum.
- Students may not work during the breaks (6/16/25-7/7/25, 9/8/25-9/21/25, 12/15/25-1/4/26, 3/23/26-3/29/26, and past 6/14/26 the last working day of the year).
- Students cannot work during the meeting times of their classes. It is the responsibility of the supervisor to monitor the student's class schedule and not permit work during those times.

- Federal Work-Study student employees **cannot** work during college closures (i.e. weather conditions, holiday closure, etc) and breaks, nor can they work during hours they are scheduled to be in class/lab.

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### ***When Can I Hire a Federal Work-Study Student Employee?***

- Work-Study student employees can begin working no earlier than the first week of the term during which they are applying for the work-study position. Each year Financial Aid will announce the first available date for summer. For summer 2025, that date is July 6.
- You are welcome to conduct and conclude the hiring process prior to the beginning of the term, for planning purposes.
- The Work-Study student employee must be registered for courses each term (6 credits minimum) in order to participate in the Work-Study Employment Program.
- The student must qualify for Federal Work-Study eligibility specifically
- The student must maintain [Financial Aid eligibility](#)

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### ***Hiring Work-Study student employees***

- Confirm that the student has been awarded Federal Work-Study
  - Ask the student to provide proof of work-study eligibility. The student can access this data at any time by logging into myPCC within “Award History” under the “Paying for College” tab.
  - Students (or supervisors who have a specific student in mind to hire) who do not have Federal Work-Study on their award can contact Federal Work-Study Department at [workstudy@pcc.edu](mailto:workstudy@pcc.edu) with student’s name and G# to inquire if the student is or could be eligible.
  - Report the new work-study student employee as a hire via the “Report a Hire” feature in [PantherWorks](#) (located on the left-hand side of the home screen in PantherWorks).

- Allow up to 5 business days for the federal work-study student employee to be authorized (*Note that during peak times, authorizations may take even longer.*)
  - This process creates an EPAF, confirms the student is eligible to work, and reviews any HR and/or Payroll documents that may be needed.
  - The supervisor will receive an authorization notification letting them know when the student can begin working.
  - **Work-Study student employees cannot begin employment until the supervisor receives the authorization of employment from the Federal Work-Study Team.**
  - **If a student works prior to the supervisor receiving an authorization from the Federal Work-Study Team, the department will be responsible to cover those wages out of their own budget, and may see future positions reduced or eliminated as this is a significant compliance issue.**
  - If the date on the "Report a Hire " is before the date when the Federal Work-Study Department provided the employment authorization, the start date will be updated to the day the employment was authorized. (Plan the student employee's start date in accordance to the timelines. Do not provide the date of employment as the same day you submit the "Report a Hire".)
- The supervisor must notify The Federal Work-Study Department by completing a [Termination Form](#) if the student is no longer working, and provide the student's final date of employment in the position. If you cannot access the termination form, please contact [workstudy@pcc.edu](mailto:workstudy@pcc.edu).

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### ***Multiple Federal Work-Study positions***

- PCC students may have just one Federal Work-Study employment at a time due to HR/payroll system design. Students may switch positions at any time within the term/year. They should provide adequate notice to their current employer prior to requesting a job change.
- It is generally allowable that a student can have a Federal Work-Study position and another employment that's not federal work-study employment, however state and local employment laws may apply. It is up to the student to manage/monitor their school and work load and determine how many hours total they are able to work weekly and be successful academically.
- **A student employee cannot "double dip" the same hours worked on both a work-study timesheet and any other timesheet. Supervisors must keep track and make sure hours are reported distinctly and correctly. (Ex: Tue, 4/3 worked 9am-2pm; must be reported either on FWS timesheet or organization/department timesheet. This time can be reported for one employer only.)**

- If the supervisor intends to employ the student employee as a department hire, the student should first earn all of their work study funding, and then switch to departmental funds. It is up to the student and supervisor to properly monitor hours. If it falls to FWS and payroll to do cleanup after the fact it will be painful for all involved (See [Tracking Hours](#) section for more info and tips.)

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## ***Tracking Federal Work-Study Student Employees Hours***

The Federal Work-Study Team will specify the initial federal work-study eligibility for each hired federal work-study student employee. **It is the responsibility of the supervisor** to track the number of hours the student employee has worked to ensure the earnings for the term do not exceed the student employee's federal work-study eligibility.

If you anticipate running into the student's earnings cap and that creates an exceptional problem for you or the student, we encourage you to contact the FWS team in advance to discuss.

You can create your own system or utilize the tool created by the Federal Work-Study Team:  
<https://docs.google.com/spreadsheets/d/1nWfJLRPrU-om5I26NGkIRRIVtWXgIBY41LZRmJfsj3U/edit?usp=sharing>

This tool was developed to offer supervisors an access to current data without the lag created in the payroll process.

*PLEASE NOTE: Should you inquire with the Federal Work-Study Team regarding payroll data, our access to the data is only as current as what has been processed by payroll and passed along into the Financial Aid module within Banner, which may be more than a full pay cycle out of date.*

## ***Terminating Work-Study student employee***

### Experiencing challenges with a student employee

The termination of a federal work-study student employee can be a challenging decision. As work-study is an educational program, it is essential to ensure that any issues with student employees are met with communication and discussion. It's crucial to talk to challenging employees and try to understand the root cause of their behavior or performance issues. If direct communication is not successful in resolving the situation, we request that you reach out to the Federal Work-Study Team for additional support and guidance. It's important to exhaust options for support and intervention before deciding on termination.

### Funds exhausted or student initiated termination

The supervisor must notify the Federal Work-Study Team by completing the [Federal Work-Study Termination Form](#). The Work-Study Team will complete the termination via EPAF.

In certain cases the FWS team may initiate a termination if the student has permanently lost eligibility to participate, and will communicate that termination to the Supervisor and as appropriate to the student. It is incumbent upon the supervisor to not allow the student to continue to work, though may hire the student into a separate non-FWS position if that is an option for them.



### Collecting all PCC-Issued Equipment

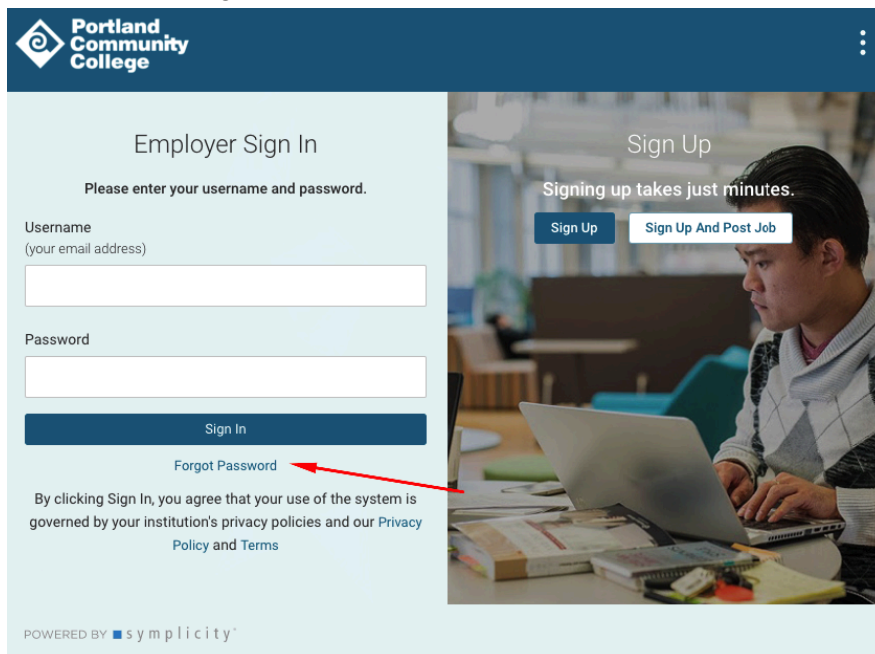
It is the responsibility of the supervisor to ensure that all PCC-issued equipment and/or supplies are returned back to PCC. That includes but is not limited to computers, books, keys, etc.

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## How to Create/Access an Account in PatherWorks?

### Have a profile but forgot my password

1. Go to the [PantherWorks website](#)
2. Click on the "Forgot Password" link

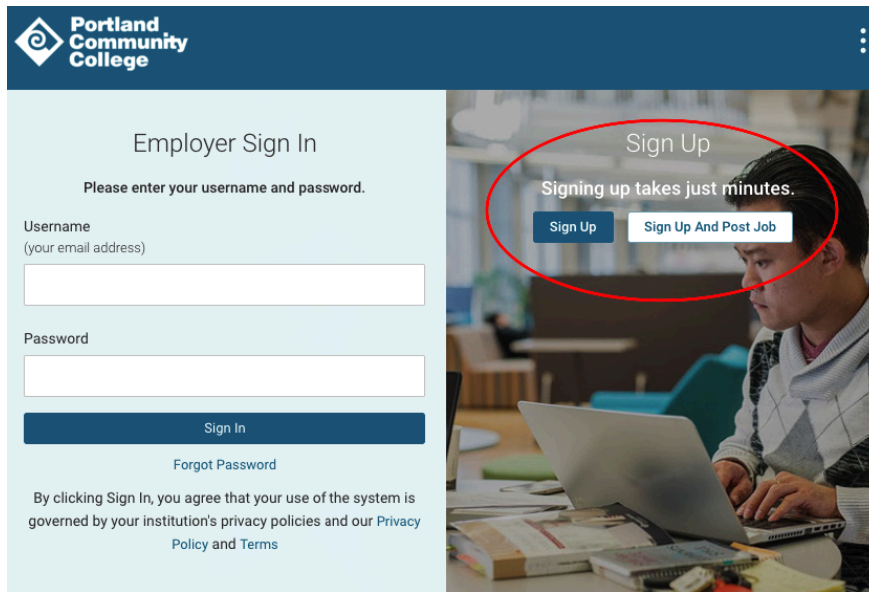


3. Follow the prompts to regain access into your account

### You do not have an account in PantherWorks

1. Go to the [PantherWorks website](#)
2. On the right-hand side, click on the "Sign Up" button to create an account. If you're ready to do the work-study placement as well, feel free to click on the "Sign Up and Post Job"

button.



Portland Community College

### Employer Sign In

Please enter your username and password.

Username  
(your email address)

Password

Sign In

Forgot Password

By clicking Sign In, you agree that your use of the system is governed by your institution's privacy policies and our [Privacy Policy and Terms](#)

### Sign Up

Signing up takes just minutes.

Sign Up Sign Up And Post Job

3. On the form, under the Organization Name, please input your Department's Name (i.e. CA Music and Sonic Arts). **Please note, your department may already have a profile created in the system and will pre-fill information for you. Please search for the variation of your department's name prior to creating a new one. If you're not sure, feel free to reach out to [workstudy@pcc.edu](mailto:workstudy@pcc.edu) for confirmation.**
4. Once you submit your profile on PantherWorks, the Career Services Team will review and approve your profile. You will receive a confirmation email once this is complete.
5. You're ready to start creating student employment placements!

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## How to create a Federal Work-Study Position Request?

1. You have a PantherWorks profile
  - a. Log into [PantherWorks](#), and select the "Jobs" hyperlink on the left-hand side.
  - b. On the expanded menu, select the "Job Postings" option
  - c. Once on the Job Posting page, click on the "Post a Job" button and submit your job posting.

Portland Community College

Home / Jobs

## Job Postings

Home   Employer Profile   **Jobs**

**Job Postings**

Student Resumes/Applications

Job Shadow

Archived Jobs

Career Fair Jobs

Publication Requests

Report a Hire

Calendar

My Account

Give us Feedback

Job Postings (non-OCR)   Student Resumes/Applications (non-OCR)   Multi-School Postings

**Keywords**  
(searches job title, ID, description, and organization name: min. 3 characters).

Contact Name

Search   Clear   More Filters

**Post A Job**   1 result

**PLEASE NOTE:** If you had a work-study posting in the prior year, you can copy last year's information and update it for the new year accordingly.

\* If you would like to have a work-study position for the duration of the academic year, please indicate the Expiration Date as the last day of the academic year (June 14, 2026).

Submit   Save And Finish Later   Cancel

\* indicates a required field

### Position Information

#### Copy or Repost Position

Pick a position from which you would like to copy data.  
Please review and edit your job title when copying a job

Show Current

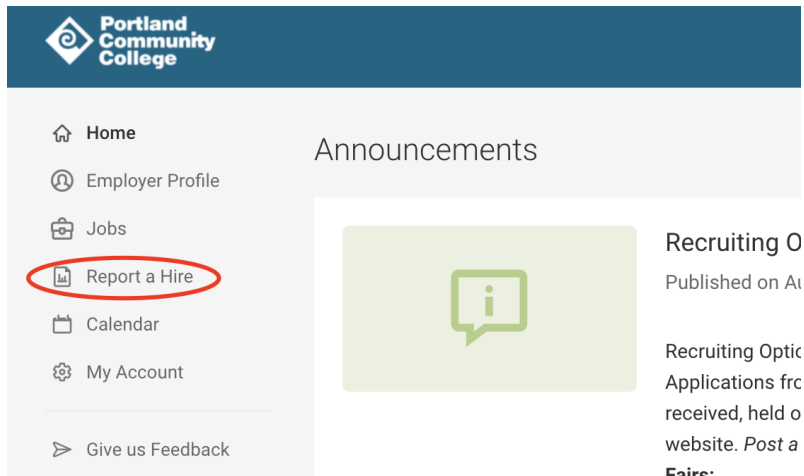
2. You do not have a PantherWorks profile
  - a. Please begin with [creating a profile in PantherWorks](#)

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## How to Report a Hire

1. Log into [PantherWorks](#)

2. On the Home page, click on the “Report a Hire” option on the left-hand side



3. Select the “Add New” option
4. Provide the information about the newly hired work-study student employee and submit the report.

A screenshot of the 'Report a Hire' form on the Portland Community College website. The form is titled 'Report a Hire' and has a breadcrumb trail 'Home / Report A Hire / Unknown placement'. It features a 'Submit' button and a 'Cancel' button. Below these buttons, a legend states '\* indicates a required field'. There are two main input fields: 'Hire Type \*' with a dropdown arrow, and 'Student \*' with a text input field and a magnifying glass icon. The left-hand navigation menu is also visible, with 'Report a Hire' selected.

5. The report is sent to the Federal Work-Study Team to process and finalize authorization.
6. The Federal Work-Study Team will confirm that the hiring process is complete by sending a “Hire Authorization” email to the supervisor. The emailed authorization is the confirmation that the new federal work-study student employee can begin working.

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## Instructions for Dismissing Work-Study Student Employees

### Voluntary Resignation by the Student

1. If a work-study student employee chooses to leave their position, they should notify their

- supervisor in writing.
2. The supervisor must complete the [Work-Study Termination Form](#) and submit it to the **Work-Study Team** to officially end the work-study student employee's employment.

## Termination of Employment by the Supervisor

If a supervisor encounters performance or behavioral challenges with a work-study student employee, the following steps should be taken:

### Step 1: Address the Challenges

- The supervisor should schedule a meeting with the work-study student employee to discuss concerns and provide an opportunity for improvement.
- Clear expectations and corrective actions should be outlined.
- A follow-up plan should be established to monitor progress.
- If support is needed to help address the challenges, your People Person from PSEC would be a good resource for you.

### Step 2: If Challenges Persist

- If the work-study student employee fails to improve, the supervisor should provide **written notice** informing them that they are no longer employed with the department.
- The supervisor should then:
  - Complete the [Work-Study Termination Form](#) with the reason for termination.
  - Notify the **Work-Study Team** of the termination and provide necessary details.

### Step 3: If the Work-Study Student Employee is Non-Responsive

- If the work-study student employee is non-responsive and cannot be reached, the supervisor should:
  - Provide a **written notice** to the work-study student employee informing them that they are no longer employed with the department.
  - Complete the [Work-Study Termination Form](#) and indicate that the student was non-responsive.
  - Notify the **Work-Study Team** so they can also attempt to reach the work-study student employee and inform them of the employment termination.

### Step 4: If the Project is Ending

- If the work-study student employee's position is ending due to the completion of a project or lack of further need for the role, the supervisor should:
  - Notify the work-study student employee **in advance** so they have an opportunity to seek another position.
  - Complete the [Work-Study Termination Form](#) and indicate the reason for termination.
  - Inform the **Work-Study Team** of the change.

All termination documentation should be retained for record-keeping purposes.

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## Helpful Links

- HR Employment Forms
  - [I-9](#)
  - [Federal W-4](#)
  - [State W-4](#)
- [Timesheet tracker](#)
- [FWS Employee Termination form](#)
- [Direct deposit form](#)
- [2025-26 Payroll Bi-weekly calendar](#)
- [Paper timesheet](#)
- [PantherWorks website](#)
- [Position Example](#)
- [Community Service Position Template](#)
- [22-23 Federal Work-Study Handbook](#)
- Contacts
  - HR contact - [HRIS@pcc.edu](mailto:HRIS@pcc.edu)
  - Payroll contact [payroll-group@pcc.edu](mailto:payroll-group@pcc.edu)
  - FWS Team [workstudy@pcc.edu](mailto:workstudy@pcc.edu)

Last Revision of Document<sup>1</sup>

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<sup>1</sup> Updated 05/2/25 by FWS Team (LL)