

# WORK-STUDY SUPERVISOR FAQs



## **How do I pay my employees?**

Federal Work-Study students are paid through Direct Deposit on a bi-weekly basis.

## **How do I track their timesheets?**

Hours are tracked through PayCor.

## **Will this positively impact my budget or free up money in my budget?**

Federal Work-Study students will have no impact on your budget. If a Federal Work-Study student exceeds their allocated amount, the student and supervisor will need to reach an agreement for additional hours to be worked. Those additional hours will be paid solely out of the department's budget.

## **How does this restrict my employee's schedule?**

Federal Work-Study students' hours are limited to 20 hours per week and restricted by their class schedule. Students are not permitted to work during scheduled class sessions.

## **Do I get to interview potential work-study students?**

As applicants become available, each Federal Work-Study Supervisor will be able to select students to interview to determine the best applicant for the position.

## **A student showed interest in a work-study, how do I tell them to apply?**

Students should complete the FAFSA at [www.fafsa.gov](http://www.fafsa.gov) and complete the [Federal Work-Study Request](#). After the Financial Aid Office has certified the student's eligibility, the student will be referred to the MBTS Job Board to apply for your open position.

## **How do I request Federal Work-Study students?**

By completing the [Federal Work-Study Job Description](#) which will be reviewed by Human Resources.

## **How does Federal Work-Study restrict their job duties?**

Federal Work-Study students may not be involved in constructing, operating, or maintaining any part of a building used for religious worship or sectarian instruction.

## **Can I actively recruit students for work-study positions?**

Yes, please encourage students that you would like to employ through Federal Work-Study to complete the application process.

For more information, contact [financialaid@mbts.edu](mailto:financialaid@mbts.edu).

