



MEMORANDUM

TO: Cal Poly Corporation Supervisors

FROM: Angela Borin
Human Resources Specialist

DATE: November 19, 2008

SUBJECT: **2008/2009 FEDERAL WORK-STUDY PROCEDURES**

The Federal Work-Study (FWS) program is an excellent opportunity for departments to hire students with a FWS award at only 25% of the cost of hiring a non-FWS student. FWS students are State employees, even if they work on a Cal Poly Corporation (CPC) account. Our CPC payroll office processes the timesheets, however the FWS students pick up their checks in Student Accounts, Room 211. This year's program begins September 7, 2008. Please carefully review instructions below:

- SUPERVISOR LISTS FWS POSITION ON MUSTANG JOBS (Includes rehires)**
 - Follow directions on the attached Mustang Jobs instruction sheet.
 - Give the FWS position a working title and make sure the wage reflects the duties and responsibilities and is the same rate you would pay a non-FWS student. The hourly minimum wage is currently \$8.00; the maximum hourly rate is \$17.26.
 - Remember to deactivate your FWS job as soon as the position is filled or closed.

- STUDENT AND SUPERVISOR COMPLETE REQUIRED PAPERWORK**
 - Student goes to: http://www.afd.calpoly.edu/payroll/student_employment.asp?pid=2 and completes the [Student Employment Request Form \(SERF\)](#) in Excel. **It must be typed or else State Payroll will send the student back.** Student prints out [I-9 form](#) and completes it in State Payroll. The student must have an original driver's license and Social Security card.
 - Supervisor types in all information under "For Office Use" up to "Authorized Signature". Under Position Number: Type in either 2671 for CPC or 2674 for a sponsored project and **include the account to be charged and the WC Code.** Refer to the attached sample and see sample below.
Position Number: 2671 13228-804000 WC 9079

Please include your phone number after your name in case there are questions.

- STUDENT SUBMITS PAPERWORK TO CPC HR AND STATE PAYROLL**
 - The student first brings the SERF form to Angela Borin, Bldg. 15, Room 131 (call ahead at 6-6446 or email me at aborin@calpoly.edu to be sure I am available). I will make a copy for our CPC Payroll.
 - The student must bring the original SERF form, the I-9, his/her ORIGINAL Social Security card and driver's license to State Payroll Services, Building 1, Room 107 to complete the hire process. **Remember, the supervisor may not complete the I-9 and the student may not send any paperwork via campus mail.** The student may not work until these requirements have been met. The State is very strict about FWS requirements.

- **STUDENT ENTERS HOURS INTO STATE STUDENT PAY SYSTEM**
 - The student should be knowledgeable about the student pay system since he/she must have attended a FWS workshop. The timesheet is accessed through <https://my.calpoly.edu/cas/login>, Single Click Access to Student Pay. Students new to the program need to attend a workshop.
 - Give student a copy of the attached FWS Student Payroll Schedule to ensure the timesheet is submitted on time. As a general rule, timesheets are always due in CPC Payroll, Building 15, one day before the end of the pay period.

- **STUDENT SUBMITS TIMESHEET TO CPC PAYROLL, BUILDING 15**
 - See attached FWS Student Payroll Schedule for payroll deadlines.
 - The student prints a copy of the timecard, gives it to the supervisor for review and signature (make sure to include ORG KEY-OBJECT code to be charged if it is not printed on the timesheet) and submits it to CPC Payroll in Building 15 by the deadline.
 - The supervisor must print his/her name below the signature.
 - FWS timesheets may not be submitted late! **Any timecards turned in late to CPC Payroll will result in charging your account 100% of the employee wages instead of the usual 25% charge.** State Payroll will not accept late web signoff of timesheets; their deadline is truly a deadline. If the timesheet is submitted late, the student still needs to be paid, therefore he/she must be hired as a CPC employee and processed through CPC payroll. Since Cal Poly Corporation is a separate employer, the following paperwork would be required: payroll information form, I-9, W-4, application, and timesheet. Avoid late timecards and this will never be an issue.

- **STUDENT PICKS UP PAYCHECK IN STUDENT ACCOUNTS, ROOM 211 OR ELECTS DIRECT DEPOSIT**
 - Please remind the students that since they are State employees, they pick up their checks in Student Accounts, Room 211. Paychecks are available as per the attached FWS Student Payroll Schedule.
 - Students may also set up direct deposit to their bank. Direct Deposit forms are located at: <http://www.afd.calpoly.edu/Payroll/Forms/Directdform.pdf>

Please have your FWS student read this memo to ensure instructions are followed correctly. Congratulations on successfully hiring a FWS student and ensuring that timesheets are submitted on time. We look forward to working with you this year and encourage you to call the CPC Payroll Department at 6-2457 or Angela Borin at 6-6446 if you have any questions or need further assistance.