



Work-Study Helpful Information, Training Schedule, & Positions

- **To qualify to be a work-study:**
 - you must be enrolled for the current semester
 - completed your FAFSA and been awarded Federal Pell
- **Students wanting a work-study position for summer semester 2023** must take the “online training/orientation” or attend one of the classes listed below to apply for a position. This must be done every semester. It includes completing the work-study application and FERPA agreement. If you complete the online orientation, print, and submit your score sheet to Career Services Office, room 191 in the JEK building. You must make an 80 or better on the end of orientation exam to qualify. Scores cannot be pulled up by the Career Services Office.
- **All three forms listed below must be completed and submitted to be processed for a work-study position.** Those attending the in-class orientation will be given the forms in class to fill out and those taking the online orientation must obtain the application through the Career Services Office.
 - Work-study Application
 - FERPA Agreement
 - Work-study Student Worker Agreement
- **The online work-study orientation** may be found through the following link <http://www.ogeecheetech.edu/workstudy> and completed for **summer semester 2023**:
- **Work-study contacts must be signed prior to you starting work.** See Ann Simmons in the Financial Aid office, room 169.
- **Timesheets and Paychecks:**
 - You will submit a paper timesheet to Ann Simmons once a week.
 - You must receive your paycheck through direct deposit.
 - You will receive \$12 per hour
- **Completing the timesheet:**
 - You will submit your time through the “Employee Self-Service” website in addition to submitting a computer-generated timesheet to Financial Aid weekly.
 - Time is entered in 15-minute increments.
 - You may not work over six hours without showing/taking at least a 30-minute break.
 - Do not be late submitting your timesheet.
 - All pay issues/problems should be direct to the Human Resources Office in the Business Office.
- **All work-study students must abide by FERPA guidelines.** What is FERPA? The Family Educational Rights and Privacy Act of 1974 helps protect the privacy of student education records. The Act provides for the right to inspect and review education records, the right to seek to amend those records and to limit disclosure of information from the records. The intent of the legislation is to protect the rights of students and to ensure the privacy and accuracy of education records. The Act applies to all institutions that are recipients of federal aid administered by the Secretary of Education. www.ogeecheetech.edu/registrar-ferpa
- **Be advised** that a conviction for any offenses, during a period of enrollment for which the student is receiving Title IV Higher Education Act (HEA) program funds, under any federal or state law involving the possession or sale of illegal drugs will result in the loss of eligibility of any Title IV, HEA grant, loan, or work-study assistance (HEA Sec. 484 (r) (1)).