

Georgia Piedmont Technical College Federal Work-Study Requirements Checklist:

STEP 1: Read the FWS Eligibility requirements on the GPTC Work Study page. <https://www.gptc.edu/future-students/paying-for-college/work-study/>

If you meet the requirements, complete the general Work Study Application in the GPTC Job Center. The application is listed under "Student Employment."

STEP 2: Email Candice Buckley at buckleyc@gptc.edu immediately after finishing the application. You will receive your FWS information packet.

STEP 3: Sign the Family Educational Rights and Privacy Act (FERPA) Confidentiality Statement found in your FWS Info Packet.

- [Family Educational Rights and Privacy Act \(FERPA\)](#) - download and print this PDF. Submit to Candice Buckley
 - Student information is private. Sharing information you have access to in your work-study position will result in immediate termination of job position and could result in other actions!

STEP 4: Notified of FWS Status | Approval or Disapproval

- You must be approved by Financial Aid (FA) to participate in the Federal Work-Study Program. Your application will be sent to FA for review and approval. Allow at least 72 hours for review.

STEP 5: Once approved by Financial Aid, access the [Work Study GPTC page](#) for a listing of available Federal Work-Study positions. The link for this web page can be found by:

- Visiting www.gptc.edu.
- Hover over **Current Students** and click **Career Services**.
- Click **Work Study** and then view **Work Study Job Openings**.

STEP 6: Interview with departments offering work-study positions.

- Present your **approval from Financial Aid** – this verifies that you are authorized to job search and interview for a position. *Departments will not interview without viewing your e-mail first.*

STEP 7: Once a FWS job is reserved, remind the FWS supervisor to complete the work-study request form.

- This sends notification to **Career Services**, **Financial Aid**, and **Human Resources (HR)** that you have reserved a position and are allowed to start your HR processing, HR application, and background check. *HR will not start processing you without receiving the e-mail.*

STEP 8: The Director for Human Resources will send a message to your student e-mail account (not Banner Web) with a *State of Georgia Background Request Form* for you to complete (a requirement of all state employees).

- Take the completed form to the Director for Human Resources (HR) located in DeKalb Building A, Room 157.
- Name or address changes must be made at Human Resources and at the Registrar's Office . HR pulls name and address information from your employment application not from student information files.

You cannot work until this is completed!

STEP 9: Once your State of Georgia Background Request Form has been processed (1-5 days), the Federal Work Study Coordinator will e-mail you the status of your FWS employment request.

- If approved by HR (based upon your background check) – HR's e-mail will ask you to stop by HR to complete your Human Resource paperwork/application.
- This paperwork must be completed **within three days** of beginning your work-study position.
- Keep in mind, you cannot begin working as a FWS until you are notified by HR that you may do so (*Satisfactory background request received, e-mail from HR, etc*).

STEP 10: Sign Federal Work-Study Contract.

- Failure to sign your Federal Work-Study Contract on the specified date will result in not receiving pay.

STEP 11: Turn in time-sheets to your Supervisor.

- It is your responsibility to ensure your time sheet is submitted the last duty day of the month – late submission may result in not being paid on-time.
- Pay is received through direct deposit – check with HR about setting up your direct deposit.