Federal Community Service Work Study Program
Prospective Employer Overview - Pittsburgh

The Federal Community Service Work Study (FCSWS) program is a federally subsidized student work program. It provides eligible students the opportunity to earn money to help cover education-related expenses by working for an eligible public, government or a 501(c)3 non-profit organization whose mission and work benefit the community. Employer and position eligibility are determined by submitting a detailed job description, in addition to the following forms:

- FCSWS Terms and Conditions - Pittsburgh
- Current FCSWS Hiring Form - Pittsburgh
- Participation Acknowledgment (contract)
- Verification of 501(c)3 status (if applicable)

Carnegie Mellon University’s Associate Director of Student Employment will review all documents for eligibility to ensure that Federal guidelines are met. Approval is the sole discretion of the Associate Director of Student Employment. Once approved, the employer and the student are notified via email.

As the hiring supervisor, there are certain conditions that must be followed when employing Heinz students through the FCSWS program. The student must have a Federal Work Study award and the employer must abide by the hourly pay rate. The student’s hourly wage is $12 per hour. The qualifying employer pays 30% (non-federal share) of the hourly wage. Students must not receive compensation from the employer beyond the non-federal share. Under the terms of the Participation Acknowledgement, the student’s gross earnings cannot exceed their Federal Work Study award limit.

The hiring supervisor is responsible for submitting e-mail approval of the student’s hours to the Heinz College Office of Financial Aid on a bi-weekly basis. Failure to do so in a timely manner may result in the student not being paid until the next bi-weekly pay cycle. Overtime is not permitted through the program. Please note that any hours worked in excess of 37.5 per week will be charged to the organization for 100% of the wages, with hours beyond 40 charged at time and a half ($18.00). In addition, the student may not work beyond the end date of the employment period.

Students will be paid through Carnegie Mellon University’s (CMU) payroll system and in turn, CMU’s Accounting Office will bill the employer for the non-federal share of wages. As specified in the contract, the employer will be billed for 30% of the students’ total gross earnings, once per month. All contracts terminate at the end of the employment period and/or when the student has earned their full award.

In order to participate in the FCSWS program, please visit our website at http://www.heinz.cmu.edu/financial-aid/student-employment/employers-outside-of-heinz-college/index.aspx to complete the required forms mentioned above. Please include verification of your 501(c)3 status if you have not previously participated in the program.

Feel free to contact me at 412.268.3289 or ktejeda@andrew.cmu.edu with questions about the process or forms. If you have questions concerning the Participation Acknowledgement (contract), please contact Pati Kravetz at 412.268.7052 or pk13@andrew.cmu.edu.

Sincerely,

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