

## FCSWS Employer Hiring Process

Process for organizations interested in hiring a Heinz College student (for jobs outside of Heinz College) through the Federal Community Service Work Study (FCSWS) Program

1. **Advertise the position:** If you do not already have a student you want to hire, you can recruit applicants through our online job board, [Handshake](#). Create an account (your account will be approved within 72 hours) and you will then be able to post your open role. Please title your job in the following manner:  
“Heinz College Work Study – Internship Title”  
EXAMPLE: Heinz College Work Study – Communications Intern
2. **Review the [FCSWS Application Checklist](#):** Complete the following required forms for a Federal Work Study eligible student to submit to the Office of Financial Aid
  - A. Detailed job description
  - B. [FCSWS Hiring Form](#)
  - C. [FCSWS Terms and Conditions](#)
  - D. 501(C)3 status verification (if applicable), if the hiring organization has not previously employed a Heinz College student via the FCSWS program
  - E. Participation Acknowledgement Contract: A copy of the contract will be provided once forms listed above have been received, processed and approved by Office of Financial Aid
3. **Receive decision on organization and position eligibility:** Approval generally takes 7 to 14 business days. Position eligibility is determined by Carnegie Mellon University's Associate Director of Student Employment after review to determine that the organization and job description meet federal requirements. The Office of Financial Aid will inform the hiring supervisor and the student of the eligibility decision by email.

### Deadlines to submit required forms:

Fall Semester	November 15
Spring Semester	April 15
Summer Semester	July 15

Please note: **PA Act 153**, an amendment to the Pennsylvania Child Protective Services Law, affects the hiring process for student employees participating in the FCSWS program by requiring background checks/clearances for certain positions. *All FCSWS students working in Pennsylvania who will be involved in the care, supervision, guidance, control and/or have regular contact with individuals under the age of 18, are required to obtain these clearances prior to their employment start date as a condition of FCSWS employment.* Please refer to the table below for the necessary steps (if applicable) the FCSWS Student must complete prior to their start date with the FCSWS employer:

<u>Physical Location of Position</u>	<u>Interaction w/ Minors</u>	<u>Action Needed</u>
Within State of PA	No	None
Within State of PA	Yes	Obtain Clearances
Outside State of PA	No	None
Outside State of PA	Yes	Obtain Waiver

\*Additional details on obtaining clearances are on Page 2 of the FCSWS Hiring Form. Questions about Act 153 Clearances can be directed to [Act153@andrew.cmu.edu](mailto:Act153@andrew.cmu.edu).

## Time-Tracking and Billing

### Time-Tracking (3-step process)

1. Students will enter their hours into CMU's time-tracking system, **Workday**.
2. Students will use the provided [email template](#) to send their employers a copy of the hours entered into workday on a [bi-weekly basis](#).
3. Employers will email their approval of those hours to the Heinz Office of Financial Aid on a [bi-weekly basis](#).

### Billing

Carnegie Mellon University will invoice the participating organization monthly for the 30% non-federal share of the student's hourly wage, based on timesheets that have been submitted and processed.