

WHAT IS THE COMMUNITY SERVICE / WORK STUDY PROGRAM

The Federal Community Service Work-Study Program is a way for eligible students to earn money working in a volunteer (or unpaid internship) position with a local nonprofit organization or agency serving the public interest.

IMPORTANT REMINDERS

- You may not begin work or be paid for any work performed, until all appropriate forms are processed and approved by the **Director of Student Services**, the **Director of Financial Aid** and **the Dean**.
- You must be a **full-time** student in order to participate in the Community Service Work-Study Program.
- Student work hours are limited to thirty (30) hours per week (60 hours per pay period).
- Students who have less than a 2.0 GPA cannot work more than 20 hours per week during the fall and spring semesters.
- Timesheets must be signed by both, the student and the job supervisor, and submitted to the **Director of Student Services** **Ad**, biweekly, by Friday at 4:00 pm. Timesheets submitted late will be processed the subsequent pay period. Please refer to the pay **T12** **Tc** **0.0**

Office Hours: **9/11**

In Person: 8:30am-4:00pm
By Phone: 8:00am-6:00pm
By Email: 8:00am-4:30pm

Office Location & Contact:

Building: Lyle Hall, 2nd Floor
Phone: 717-871-5100
Fax: 717-871-7980
Email: fa.mail@millersville.edu

Check if "Federal College Work-Study" is listed as part of your financial aid awards online via your myVILLE Student Portal under



ACT 114 - FINGERPRINTING CLEARANCE:

Before beginning this online clearance, please email the Office of Human Resources:

human.resources@millersville.edu - for your individual Payment Code so that Millersville University can be billed directly.

To complete this clearance:

1. Go to <https://uenroll.identogo.com/> (use Google Chrome or Firefox)
2. Type in the service code: 1KG756
3. Select "Schedule or Manage Appointment"
4. Fill out the clearance.

1. Essential Info: Fill out your Legal Name and Date of Birth. Under "Method of Contact" fill in your email. You must confirm your email. It is not necessary to list your phone number, but you are welcome to if you would like. Make sure to select your preferred method of contact as "Email".

2. Employer: Please fill in the following information.

Employer Name: Millersville University

Country: United States

Address: 20 Dilworth Road

City: Millersville

State: PA

Postal Code: 17551

3. Citizenship: Fill out your Country of Birth, State/Province of Birth, and Country of Citizenship.

4. Personal Questions: Answer the questions asked. For the final question "Do you have an authorization Code (Coupon Code) that you will be using as a method of payment" select YES.

5. Personal Information: Fill out the information requested. (Height, Weight, Hair Color, Eye Color, Preferred Language, Gender, Race, Ethnicity)

6.

Keystone ID that you registered; the other email will include a temporary password.

3. Use your Keystone ID and temporary password to log on again at <https://www.compass.state.pa.us/cwis>. You will be prompted to create a permanent password.
4. Log on again to <https://www.compass.state.pa.us/cwis> and start a clearance application.
5. Part 1 – Application purpose: Select SCHOOL EMPLOYEE NOT GOVERNED BY PUBLICSCHOOL CODE: APPLYING AS A SCHOOL EMPLOYEE NOT GOVERNED BY SECTION 111 OF THE PROVISIONS OF THE ACT OF MARCH 10, 1949 (P.L. NO. 14) KNOWN AS THE PUBLIC SCHOOL CODE OF 1949.
6. You will need to provide addresses where you have previously lived (Country and State are required), names of all individuals with whom you have lived and any previous names you have used or been known by such as nicknames, aliases,