Center for Community and Civic Engagement
AT ELIZABETHTOWN COLLEGE

Community Service Work Study Directions

First time CSWS students, follow the steps below. If you are a returning CSWS student, skip to the end of this document.

Step 1: Complete People Admin (directions below)

1) Go to https://etown.peopleadmin.com/login; first time users must create an account. Click **Create an Account** at the bottom of the screen. If you try to login with your campus credentials, it will not work; you MUST create an account.
2) On the left-hand side, click search jobs.
3) Type **Community Service Work Study** in the keywords box or scroll down to find and click **Community Service Work Study**. This will bring you to the posting details which explain what CSWS is, if you qualify to apply, etc.
4) Click the **Apply for this Job** button.
5) First, you will be asked to fill in and complete the Personal Data section. You will only need to fill in:
   a. Name
   b. Phone number
   c. Campus address
      i. Ex. (*insert your mailbox number*) Baugher Avenue Elizabethtown, PA 17022
   d. Student ID number
   e. School e-mail
   f. Class year
   g. Home address

   ONLY COMPLETE FIELDS WITH A RED * BESIDE THEM.

   You do not need to fill out Availability under this section; this will be communicated directly with the agency you have chosen.

6) Click the **Next** button.
7) Filling out the Educational History section is not necessary for CSWS. Compliance to completing these sections may vary from job to job. Click the **Next** button. Skipping these will not prohibit your CSWS acceptance.
8) Skip the **Documents Needed to Apply** and **References** sections as they are not needed to apply for CSWS. Compliance to completing these sections may vary from job to job Skipping these will not prohibit your CSWS acceptance. Click the **Next** button.

9) The next three sections are completely voluntary and are not needed for CSWS. Skipping these will not prohibit your CSWS acceptance. Compliance to completing these sections may vary from job to job. Click the **Next** button after the following sections:
   a. Voluntary Demographic Information
   b. Voluntary Self Identification of Disability
   c. Voluntary Self Identification of Protected Veteran Status
   d. Click **Certify and Submit** to continue
10) The final section asks you to **Certify** the information you filled in was true.
   a. Read then click the box beside **I certify that I have read and agree with these terms**.
   b. Type your initials in the box provided to verify your identity.
   c. Click certify to continue

After you complete these steps, you will get the message you have successfully submitted your application. You do not need your confirmation code. You will then get an email thanking you for your interest in work study.

After the application:

➢ Your application will be reviewed which will confirm if you have work study in your financial aid package.
➢ The appropriate parties will contact you to give you the green light to start at your work study placement.

Step 2: Look at available CSWS positions [click here](#) or email shericks@etown.edu for more information about possible positions.

Step 3: Complete and return the CSWS request and agreement, include 3 positions of interest to shericks@etown.edu

Step 4: After People Admin and the CSWS Agreement is complete. The Center for Community and Civic Engagement (CCCE) will provide contact info for possible placement(s). Students should contact agency partners to check current availability within their schedule. After a placement has been confirmed with an agency partner, the student MUST relay the agency partner placement, the day(s) and times to the CCCE. The student must receive confirmation from payroll approving CSWS prior to start-up. The CCCE will provide instruction on clocking in and will provide a timesheet prior to start-up.

Basic CSWS info:

- First time CSWS students may work between 1-8 hours per week. After the first semester, if more hours are desired, work study students may work up to 20 hours per week at all work study positions combined.
- CSWS students may work more than one placement if desired.
- CSWS students may only work while school is in session, students may not work over breaks or before the academic semester begins or after it ends. You may work during finals week.
- Students must clock in/out on E-clock and complete a weekly timesheet. Time can include reasonable travel time to and from campus.

<u>For returning CSWS users</u>:

Please contact the CCCE office and your desired agency to confirm your continued placement. Please do not start at your desired placement until you have been cleared to do so. Returning CWSW students must apply on People Admin and submit a CSWS agreement/request EVERY year. Contact the CCCE for the appropriate People Admin account.

If you have any questions, email civicengagement@etown.edu