

# Federal Work-Study Program

The Federal Work-Study (FWS) program is a federally funded program that enables students to earn part of their financial aid awards through part-time employment, on or off campus, at specified locations approved by the Financial Aid Office. These job opportunities allow students “self help” financial aid and an opportunity for career, social, personal and educational development.

In summary, the federal work-study program seeks to provide students with:

- Opportunities for career development
- Educational experiences
- Opportunities to demonstrate social responsibility
- Provide an environment and experience to serve others

To be eligible, a student must meet the eligibility requirements for federal financial aid. Federal Work-Study award is based on the availability of the funds on a first come first serves basis for students who meet the following criteria:

- Financial aid file is processed and completed.
- Show interest in FWS through FAFSA, and SIS Online forms.
- Be a Pell Grant eligible recipient
- Meet and maintain Satisfactory Academic Progress (SAP) throughout the work assignment
- Enrollment of at least 6 or more units for FALL/SPRING semesters
- Have remaining needs

## FWS Award Acceptance Process

- FWS award acceptance must be communicated to the Financial Aid Office within 10 working days from the receipt of award email notification. FWS award that was not accepted within the 10 working days timeframe will be removed from student’s award.
- FWS Orientation:
  - Must be attended within 10 working days after acceptance of FWS award
  - Obtain the hiring packet at the orientation
  - Obtain information pertaining to the FWS program, assignment, responsibilities, hiring process
- Meet with the Student Employment Service Center to locate a job by searching through their list of participating departments.

- Meet with department supervisor to complete the hiring process
- Submit the hiring packet to the Financial Aid & Scholarship Office. The Accounting Technician from the Financial Aid Office will provide start, end date, and salary information

#### Submitting Time Sheet

- Time sheet is due by 12:00 p.m. every Friday to the Financial Aid Office.
- Late timesheet will cause delay of paycheck
- It is the combined responsibility of the department supervisor and the FWS Student Worker to submit the time sheet on time.
- Paychecks are issued to the student twice a month
- Student can pick up a new timesheet every week in the Financial Aid & Scholarship Office.
- Timesheets must include students name, employee #, job code, the days and hours worked each day, total hours worked for the week and supervisors signature and contact number.