

Federal Work-Study

ANA CONTRERAS
WORK-STUDY COORDINATOR



CALIFORNIA STATE UNIVERSITY
Stanislaus

FINANCIAL AID AND
SCHOLARSHIP OFFICE

FEDERAL WORK-STUDY PROGRAM

Federal Work-Study is a need-based, federally funded grant program which provides employment for either undergraduate or graduate students to help with the cost of education. Students may indicate their interest in work-study by answering a question while completing the FAFSA. Eligible students may earn money to help with the cost of education while enrolled in a minimum of 6 credit hours.



AUTHORIZATION FORM PROCESS

- For returning work-study employees: Email the Work-Study Coordinator your student's info after you receive your WS allocation email to verify if they are still eligible and to obtain the Authorization form.
- Once the department fully completes the form, it must be sent to the Work-Study Coordinator.

Departments should not be emailing the Authorization form directly to HR.

AUTHORIZATION FORM

Student Name: _____ Student ID Number: _____

New (to this position) Continuing (in same position)

2018/2019 Federal Work-Study Authorization Form

Listed below is the amounts of Federal Work-Study (FWS) funding you have been awarded and are eligible to earn.

FWS Award for 2018-19: You must notify your supervisor of ANY and ALL adjustments to this amount.

NOTE: If there is a change in your financial aid package, the amount of aid you are eligible to receive (including work-study) may be adjusted. You are responsible for keeping track of any award changes. Please notify your employer when you have exhausted your FWS allotment. It is your responsibility to see that your time is accurately submitted and approved by your supervisor, at the end of each month.

Department Responsibility: The Department must track student's hours and earned Federal funds. If students exceed their federal funding, a funding change will take place and the student will be paid out of the department's general account. It is the student and the approving authority/timekeeper's responsibility to maintain current balances and expenditures. Students must be paid for all hours worked. Hours not eligible to be paid under the FWS program must be paid through other funding. FWS students are not allowed to volunteer at any time.

- ✓ The FWS Authorization form must be completed and **RETURN TO THE FINANCIAL AID OFFICE PRIOR** to the first day of working or student will **NOT** be paid from FWS funds.
- ✓ Employment may **begin** on the **first day** of the semester; the date the **hiring process is completed**, or **whichever date is later**. The student may not work beyond May 31st as a FWS student.

Student
Signature: _____ Student cell #: _____
Dept. Name: _____ **Propose Start**
Student Pay rate: **Date:** _____
Dept. Extension: _____

Has this student ever been employed by CSU Stanislaus in any capacity before? Yes No
If so, date student's employment ended: _____
Will this student have direct contact with minors (children under 18) and/or animals? Yes No
Will this student have access to any 'Level 1' confidential information? (See [CSU Policy 8065](#).) Yes No

Federal Work Study Funding Source: _____
Account Fund Dept ID Program Code

General Funding Source: _____
(To be used when FWS is exhausted) Account Fund Dept ID Program Code

Timekeeper/Supervisor's Name (print): _____ Dept. Head Name (print): _____

Timekeeper/Supervisor Signature: _____ Dept Head Signature: _____

START DATE

All work-study employees (new/returning) may begin working only after a confirmation email from HR has been received.



BREAKS

Student employees CAN work during the Winter Session (students are not required to register for classes during Winter term to be able to work) and semester breaks. There is no Federal Work-Study available during the Summer term.

LAST DAY OF WORK

Work-study employees CANNOT continue working past the end of Spring term (May 29th, 30th & or May 31st depending on the last day of the pay period).

WORK-STUDY TIME LINE

DEPARTMENT
ALLOCATION

Completed by the President's Cabinet. Department chair and supervisors will receive an email with their Department's Allocation by the second week of August.

JOB POSTINGS

WS Job postings will NOT be approved prior to the completion of the department's allocation.

AUTHORIZATION
FORM

Emailed to departments by the Work-Study Coordinator as the verification of work-study allocation is completed and student eligibility is confirmed.

HR

Work-Study Coordinator shares a copy of the Authorization form to HR to continue the hiring process.

WORK-STUDY NOTIFICATIONS

WORK-STUDY USAGE AMOUNTS

A monthly email notification is sent to all departments. **Each department is responsible to track their own work-study employee available balance.**

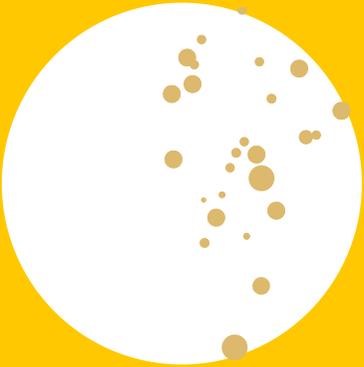
NEGATIVE WORK-STUDY BALANCE

An email notification is sent to the department when their work-study student has a negative balance that needs to be transferred to their department's account.

LESS THAN \$500 WORK-STUDY AVAILABLE BALANCE

An email notification sent to the department if their work study employee available balance is less than \$500.





FAQ'S

What if a work-study employee runs out of work-study funds?

The department must switch them to student assistant or terminate their employment. If the work-study employee goes over their allocation the department must cover their overage to clear the work-study negative balance. The department must notify HR and FWS coordinator.

What if a work-study employee resigns before the semester/Academic Year Ends?

Immediately notify HR & the Work-Study coordinator and complete a separation form for HR.

Can a department hire more than one employee for a \$4000 work-study allocation?

No. Only one work-study employee can be hired for every \$4000 work-study allocation.

IMPORTANT REMINDERS



- Do not email the Authorization form to HR.
- Do not use old versions of the Authorization forms (Forms are updated every year to stay in compliance).
- Do not share Authorization forms with other Departments. Not all departments have a work-study allocation.
- Do not assume that your current work-study employee is going to be eligible for work-study funds the following year. (Eligibility depends on their FAFSA application)
- Do not schedule your work-study employee to start working prior to receiving the confirmation email from HR.

THANK YOU!

ANA CONTRERAS
WORK-STUDY
COORDINATOR



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