Federal Work-Study (FWS) Hiring Checklist
CHECKLIST FOR EMPLOYERS

✓ ATTEND THE MANDATORY EMPLOYER ORIENTATION
  • Attendance is required to post FWS jobs.

✓ CREATE AN ONLINE ACCOUNT ON CAREER CONNECTION
  • Login to Career Connection: www.csus.edu/careercenter
  • Scroll over Employer
  • Click Career Connection
  • Click New User Registration
  • Fill out the registration form and Submit
  • Check your email for a confirmation letter with your username and password*

*You will automatically receive a confirmation e-mail (within two business days) with a new individual password along with the directions to login.

✓ FWS JOBS ARE AVAILABLE TO STUDENTS BEGINNING July 15th
  • FWS positions will be listed under “Federal Work Study” and notated with “FWS”
  • Provide your returning students with your Symplicity ID to help them find your position

✓ INTERVIEW PROSPECTIVE FWS STUDENTS
  • Only interview students who submit a resume with a Sac State ID (required).
  • After selecting a candidate, provide them with a Student Employment Payroll Transaction Form (SEPTF). You and your student will complete the required sections.
  • Make three copies: Two for you and one for them.

✓ HIRE YOUR FWS STUDENT
  • Hire your student in CMS. Use the appropriate item type.
  • Send Intent to Hire email using the template provided during position approval.
  • Scan and attach a copy of the SEPTF provided to your student to the email.

✓ YOU WILL RECEIVED A COMPLETED SEPTF
  • You will be given a completed Payroll copy of the SEPTF.
  • Provide a copy of the completed SEPTF to the FWS Coordinator.
  • As long as classes have started and your student has completed their 6-step hiring process, they are eligible to begin working.

IMPORTANT NOTE: The FWS Program does not know when you have concluded hiring. Please contact the FWS Coordinator to close your position(s). We will notify applicants that the job is now closed. If your student stops working before exhausting their full FWS award, you may be able to re-advertise your position and hire a new student.

DO NOT ALLOW YOUR STUDENT(S) TO BEGIN WORKING UNTIL ALL STEPS HAVE BEEN COMPLETED.

Rev. 5/26/15