Federal Work Study (FWS) helps eligible students earn funds for educational expenses while providing real world job experience. Students upload resumes and apply for FWS jobs through Hornet Career Connection.
FWS Cooperative

- FWS is a collaborative program between federal funds and agency funds.
- Federal FWS funds pay 70% of the student’s earnings.
- Agencies pay the 30% match + 15% surcharge.

**FWS America Reads/Counts**
Federal funds pays 100%  
(Tutoring Positions)

FWS 70% portion $2100  
+ Dept. 30% match $900 =  
Student FWS Award $3000
FWS Student Salary Schedule

A student’s salary (hourly rate) should reflect the job duties and assignments. Below are the salary levels:

**Student Salary Schedule**

- **Level I:** $9.00 - $12.00
- **Level II:** $11.00 - $15.00
- **Level III:** $14.00 - $17.26

**Minimum wage will increase effective 1/1/2016 – FWS Allocations will not be adjusted**
Student Employment

- Can begin no earlier than 1st day of the Fall semester (8/31)
- Can work through finals
- No more than 20 hours a week while classes are in session
- 40 hours during Spring and Winter break
- FWS is not available during summer
Student Employment

• Students working more than six (6) hours in one day are required by law to take a half-hour unpaid lunch break within a five (5) hour work period.

• For every four (4) consecutive hours worked, students are entitled to a 15-minute rest period in the middle of the 4-hour work period.
Before your students starts working, be sure:

✓ Classes have begun for the semester

AND

He/she has completed the 6-Step Hiring

✓ SEPTF must be have registrar & payroll sign off

✓ Timekeeper signature
Funds Management

FWS employers must monitor students’ Cumulative FWS earnings and their Department’s FWS budget expenditures “to date”

Any error or overpayment of student wages will be paid 100% by the Agency
COGNOS Report

• Summary of your FWS spending broken up by student
• Additional tool to monitor FWS utilization to prevent overspending
• Sent out monthly from CSU Sacramento, Accounting
# Federal Work Study Budget v/s Payroll Expenditures Report

**Report Run Date:** Jun 2, 2015  
**Fiscal Year:** 2014

## Academic Affairs

### Department Information:

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**Total Award Amount:** $22,226.00  
**Department Allocated Budget:** $18,006.00  
**Department Payroll Total Expense:** $17,954.80  
**Total Award Remaining:** $4,271.20

*Any amounts that are negative mean either the student has overspent their budget or the department/agency has overspent their budget or both.*
Important Dates

• Last FWS work day:
  ➢ when the student’s FWS award or the Department’s FWS funds are depleted,
  ➢ the last day of instruction, or
  ➢ May 20, 2016

• Payroll due date: the first of each month. Please submit timesheets by the due date to avoid delays
Performance Evaluation

• Student Employees are expected to behave ethically and professionally and are subject to standard University regulations. Violations of department/school work rules (e.g., poor performance, insubordination, absenteeism, dishonesty, theft, substance abuse, misuse of university property, etc.), will be addressed accordingly.

• Student assistants are entitled to an annual performance review. Supervisors may use the updated Division of Student Affairs Student Performance Report.
  – The Departmental Student Performance Report is a template that should be adapted to each specific department. It is designed to facilitate a conversation between the student assistant and his or her supervisor during the evaluation process.
  – Supervisors must provide a copy to the student and maintain a signed copy for the student’s employee file.
Student Issues

- Verbal warning
- Write up
- Termination
- Notify FWS Coordinator
- Complete FWS Adjustment Request form
SAP Requirement

• Semester report ran on all students not meeting SAP requirements
• Email communication notifying student is no longer eligible for FWS
• Can request for an exception through Academic Affairs
  – Email all requests to scc@csus.edu
  – Attn: Dr. Gerri Smith
Pay Rate Adjustment

• Length of Service increase
  – After a student has worked a minimum of 300 hours in the same position and same department, the supervisor may recommend a pay rate increase. Pay rate increases may be recommended by the employing unit, and are dependent upon the unit’s budgetary resources. The supervisor is responsible for forwarding the request to the FWS Coordinator.

• Classification change (promotion)
  – If a student employee is assigned duties with a higher level of responsibility or difficulty, the student must be placed at the appropriate pay level for the work that is performed. A request may be forwarded to the FWS Coordinator.
Pay Rate Adjustment

- Pay rate adjustments are subject to approval
- See the “Student Employment Levels and Pay Guide” to determine appropriate pay scale.
- Pay rate increases must be effective on the first day of a pay period and are not valid until approval has been received from the designated authority within Student Affairs. When submitting approvals for pay rate increases, include a clear justification for the request, e.g. length of service and/or classification change
- Requests for both Student Assistants & FWS students are sent to the FWS Coordinator for approval
Student Performance

Things to keep in mind

- Learning experience for students
- Often their first job

End of semester/academic year (whichever is applicable)
- Student Performance Report
Timesheets

- Timesheets will be emailed monthly from coordinator with students information pre-filled
- Do not alter pay period dates
- Print on pink paper
- Indicate on timesheet if weekend/holiday hours are approved

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### California State University, Sacramento

**FWS Student Assistant Time Sheet (1871, 1872)**

**Print on Pink Paper**

<table>
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<tr>
<th>DATE</th>
<th>DAILY TOTAL OF HOURS WORKED</th>
<th>DATE</th>
<th>DAILY TOTAL OF HOURS WORKED</th>
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**NAME** (Last Name, First Name, M.I.)

- **LAST**
- **FIRST**
- **M.I.**

**DEPARTMENT**

**RATE OF PAY**

**EMPL ID**

**EMPL RCD**

**DEPT ID**

---

**Total Hours Worked**

Multiply by **Hourly Rate** to get **Gross Pay**.

The section below must be completed, otherwise TIMESHEET WILL NOT BE PROCESSED.

---

Be sure to complete all highlighted areas.

Ensure total hours worked and gross pay are accurate.
What to Expect Next

- Posting positions – Career Connection
- FWS Policy & Guidelines – requires signature. Will not have final approval for FWS funds without this agreement on file
- Email from me confirming FWS allocation
- FWS Contracts will be sent from procurement
  - (mid-to-end of July)
  - Return ASAP (signed)
  - Pay 30% + 15% surcharge if applicable
- Once student is hired
  - Intent to hire
  - SEPTF
Questions