FEDERAL WORK-STUDY (FWS) 6-STEP HIRING INSTRUCTIONS

1. A) RETURNING USERS (SKIP PART B): SAME ID AND PASSWORD
   B) CREATE A CAREER CONNECTION ACCOUNT WITH THE CAREER CENTER
   - You will need a career connection account to search for FWS positions.
     i. Go to www.csus.edu/careercenter
     ii. Click “Student”
     iii. Click “Career Connection”
     iv. Click “New User Registration”
     v. Enter username (SacLink ID)
     vi. Enter registration password (sacramento)
     vii. Create Student Account
     viii. Click “Submit”
     ix. Receive a confirmation e-mail with password and login directions

2. FWS JOBS ARE AVAILABLE ON CAREER CONNECTION BEGINNING AUGUST 1st
   - FWS positions will be listed under “Federal Work Study”
   - Your Sac State ID is required on the uploaded resume.

3. INTERVIEW WITH PROSPECTIVE EMPLOYERS
   - If/when you are hired, your employer will provide you with a Student Employment Payroll Transaction Form (SEPTF). You and the employer will complete the required sections.
   - Your employer will make 3 copies: Two for you and one for them.

4. TAKE SEPTFs TO THE STUDENT SERVICES COUNTER IN LASSEN HALL FOR GPA CERTIFICATION-BEGINNING ONE WEEK BEFORE CLASSES START (NO EARLIER)
   - You must be listed in “GOOD STANDING”
   - Be enrolled at least half-time: Undergraduates = 6 units   Graduates = 4 grad units
   - Meet the minimum GPA: Undergraduates = 2.0 GPA   Graduates = 3.0 GPA

5. TAKE THE FOLLOWING ITEMS TOGETHER TO PAYROLL SERVICES IN DEL NORTE HALL, ROOM 3006:
   - A completed SEPTF (with copies)
   - Your SOCIAL SECURITY CARD
   - 2 forms of PICTURE ID (Driver’s License, California ID, One Card)

Note: Payroll Services will not process your paperwork without these items.

6. RETURN A COMPLETED SET OF FORMS TO THE STUDENT SERVICES COUNTER
   - You will be given two copies - one for your records and one for your employer.
   - As long as classes have started and you have completed the 6-step hiring process, you may begin working.

NOTE: Your FWS award may be cancelled on December 1 if you have not found employment. Cancellation is for the entire academic year. It is best to apply for jobs as soon as possible, as they are limited and fill quickly.

ALL STEPS MUST BE COMPLETED PRIOR TO WORKING-NO EXCEPTIONS!