FEDERAL WORK STUDY (FWS) 6 STEP HIRING INSTRUCTIONS

1. Confirm that FWS is listed as an award on your Award Package. You **ARE REQUIRED** to provide proof of your FWS eligibility to prospective employers.

2. To search for FWS positions create a Career Connection account
   - Returning Users: use the same ID and password as last year and skip to Step 3
     a. Go to [www.csus.edu/careercenter](http://www.csus.edu/careercenter)
     b. Select Students
     c. Select the Hornets Career Connection – Online Job Board link
     d. Select New User Registration
     e. Enter your username (SacLink ID)
     f. Enter the registration password (Sacramento)
     g. Create a Student Account
     h. Select Submit
     i. Receive a confirmation e-mail with a new individual password along with directions on how to login
   - 2015-2016 FWS jobs are available on the Career Connection beginning July 15
   - Students **MUST** upload a resume with their Sac State ID listed

3. Interview with Perspective Employers
   a. Bring a copy of your award letter printed from your Student Center
   b. If you are hired; your employer will provide you with a Student Employment Payroll Transaction Form (SEPTF)
     i. You and the employer will complete the required sections
     ii. Your employer will provide you with a total of three SEPTFs

4. Take the three SEPTF copies, no earlier than one week before the start of the semester, to the Student Services Center in Lassen Hall for certification
   - You must meet the following criteria
     a. Academic status must be in **GOOD STANDING**
     b. You cannot be on academic probation or be disqualified from the University
     c. You must be enrolled at least half-time (Undergrads = 6 units/Grads = 4 units)
     d. You must meet the overall GPA requirement (Undergrads = 2.0/Grads = 3.0)

5. Take all of the following items to Payroll Services in Del Norte Hall, Room 306
   a. All three copies of the SEPTF
   b. Your original Social Security Card
   c. Two forms of picture ID (Driver’s license, California ID, One Card, passport)
   - All paperwork must be submitted together, Payroll Services will not process incomplete paperwork

6. Payroll will return two completed copies of the SEPTF to you
   a. One copy is for your records and provide your employer with one copy
   - The employer will provide the FWS Coordinator with a copy
   - You can begin working once you have completed the 6-step hiring process **and** the semester has started
   - **Awards are subject to change**

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