OFF CAMPUS FEDERAL WORK STUDY (FWS) STUDENT EMPLOYEE
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
     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 and select submit
     h. Receive a confirmation e-mail with a new individual password along with directions on how to login
   ✓ 2016-2017 FWS jobs are available on the Career Connection no later than August 5th
   ✓ Students MUST upload a resume with their Sac State ID listed

3. Interview with Perspective Employers
   a. If you are selected for the position; your employer will complete the Student Employment Personnel Transaction form (SEPTF) and forward to the FWS Coordinator for processing
      i. You will be emailed a link to all onboarding/payroll paperwork, including dates, times and location to complete your hiring paperwork
      ii. After you have completed the onboarding paperwork with the University, you will be provided with an Employment Confirmation Notice from your off campus hiring manager confirming when you can begin working

4. How do I accept my FWS award?
   a. Your FWS off campus hiring manager must submit an Intent to Hire e-form to the FWS Coordinator
   b. Once the above steps are completed, your FWS award will reflect accepted on your award notification screen
   c. You cannot begin working until classes have begun

5. You must continue meet the following criteria to remain eligible
   ✓ Academic status must be in GOOD STANDING
   ✓ You cannot be on academic probation or be disqualified from the University
   ✓ You must be enrolled at least half-time (Undergrads = 6 units/Grads = 4 units)
   ✓ You must meet the overall GPA requirement (Undergrads = 2.0/Grads = 3.0)

Awards are subject to change

Rev. 8/7/16