



SACRAMENTO
STATE

Federal Work Study Student Information

General Information

To participate in the Federal Work Study (FWS) program, the student begins with submitting the Free Application for Federal Student Aid (FAFSA). After the student has been reviewed for financial aid eligibility, they will receive an Award Notification notifying them of their awards. The student can then confirm by viewing their student awards on their Student Center if they have been awarded Federal Work Study (FWS)

As the student interviews for a FWS position, they must show confirmation of their FWS award to the prospective employer. The employer must always be made aware of any changes to the FWS award. The student should notify the employer as changes occur to their FWS award, such as reduction or cancellation of the award.

If the student has not been awarded FWS and requesting consideration to participate in the FWS program, they can submit a [Student Change-in-Aid \(e-Form\)](#). Students should read and follow the [FWS Student Employee Hiring Instructions](#). The Hiring Instructions provides all the steps needed to complete for FWS hiring consideration.

Hours and Pay Rate

Students are allowed to work up to 20 hours per week when classes are in session and 40 hours per week during breaks, see [FWS Dates and Deadlines](#).

Pay rate for a FWS position will depend on required skills sets, type of position and what is required to perform the duties hired for. [Student \(Assistant\) Salary Schedule](#) range between \$16.50 - \$24.00 per hour.

FWS Award

FWS awards in general are awarded at \$6,000 for the academic year or \$3,000 per semester. Students should keep track of their monthly pay and work with FWS employer to not exceed the amount awarded.

FWS Participation

Student must continue maintain/meet the following requirements to participate in the FWS program

- Enroll in at least half-time enrollment; 6 units for Undergraduate or 4 units for Graduate;
- Meet Satisfactory Academic Progress (SAP) and/or meet the Probation Conditions

- Be admitted into degree granting program
- Have financial need

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, absenteeism) will be address accordingly.

Continuing FWS Students

Continuing students interested in returning to their previous FWS employer must first wait until their financial aid file has been completed and they have been offered financial aid, including FWS for the upcoming academic year.

There are a few factors considered for aid eligibility, such as meeting program eligibility, meeting satisfactory academic progress standards, etc. The Financial Aid & Scholarships Office will evaluate eligibility requirements after Spring grades post.

Quit or Terminate a FWS Job

Students who decide quit or terminate their FWS job, are expected to follow professional business protocol and provide their immediate supervisor with a two-week notice.

Change of FWS Positions

Students can only be hired at one FWS position at a time. Students can transition from one FWS employer to another FWS employer; however, the student must stop working with their initial employer before they working in their new FWS Position.

When changing employers, the FWS Award does not increase. Meaning, if the student was awarded \$6,000 in Federal Work Study, earned \$1,235.00 in FWS earnings with FWS Employer A, they would have \$4,765.00 in FWS funds available to earn with FWS Employer B.

The student should advise their new FWS employer of their previous FWS employment and to contact the FWS Program for remaining FWS availability, as it would impact how long new the FWS employer can hire the student.