Federal Work Study Employers

Funding is limited and we cannot guarantee you will receive interested applicants. You may not hire more students that the number of positions you advertise on Career Connections.

- The FWS program operates during the Fall and Spring semesters only. Fall graduates may not work beyond the last day of Fall finals week. If you lose a student and need to rehire, contact the FWS Coordinator so that the position can be reposted.
- You are responsible for tracking your department's allocation as well as your student's allocation. Any excess (overages) will be paid by your Department or Organization.

Complete an Intent-to-Hire E-Form
https://onbaseform.csus.edu/obforms/eforms/stdaf/finaidpub/2020/intent_to_hire.aspx for each student you intend to employ under the FWS program. The student cannot begin working until you and the student have completed requirements with the Student Employment Office.

Employer Allocations
The Financial Aid & Scholarships Office will notify all prospective FWS employers of the required mandatory orientation sessions. Departments in attendance will receive an allocation for the upcoming aid year. Once allocated, you are required to maintain accurate records to ensure you and your FWS student(s) do not exceed FWS allocations.

We will review allocations mid-year (December) and reconcile unused funds. This may result in the reduction of your allocation.

Student Allocations
The student is awarded a certain amount in FWS funds. The award does not change when they change FWS employers.

Overages occur when:
- Your FWS student has earned pay more than there FWS award or the student has changed FWS employers and has limited FWS remaining
- This may result in moving overages to your Department or if off-campus, billing your agency

You may request an increase of your FWS student’s award. Contact sacstatefws@csus.edu for more information.
Job Posting
By submitting a job posting, you agree that you have read and understand the conditions of the FWS Program.

Once approved as a FWS employer, post positions to Hornet Career Connection between 7/1/19 – 9/20/19. Positions remain active for 60 days or until filled, whichever happens first. Positions are reviewed to ensure federal compliance.

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 addressed accordingly.

- Student employees are entitled to an annual performance review
- Supervisors may use the Student Employee Work Performance Evaluation/Review
  https://www.csus.edu/administration-business-affairs/_internal/_documents/student_evaluation.pdf

Time Sheets
You must adhere to the payroll calendar days when completing time sheets.

Time sheets are accessed on the Student Employment Office https://www.csus.edu/administration-business-affairs/_internal/_documents/student_timesheet_08.17.pdf. Timesheets should be submitted to the Student Service Center in a timely manner, before the fifth of each month to avoid delays payment of student.