

Federal Work Study Employers

Funding is limited and we cannot guarantee you will receive interested applicants.

You may not hire more students than the number of positions you advertise on [Handshake](#)
<https://csus.joinhandshake.com/login>.

- The FWS program operates during the Fall and Spring semesters only. Fall graduates may not work beyond the last day of Fall finals week
 - [2021-2022 Dates to Keep in Mind](#)
- 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](#)

https://onbaseform.csus.edu/obforms/eforms/stdaf/finaidpub/2022/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](#) <https://www.csus.edu/administration-business-affairs/human-resources/student-employment.html> and you have received the Student Employment Confirmation email.

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 after each semester Census 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 their 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
- If your FWS student stops meeting FWS program requirements and/or there are changes to their FWS award

Contact sacstatefws@csus.edu to request an increase to the student's FWS Award amount.

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 on Handshake; 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 professional and are subject to standard University regulations. Violations of department/school work rules (e.g., poor performance, absenteeism) will be address 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) https://www.csus.edu/administration-business-affairs/_internal/_documents/student_evaluation.pdf

Time Sheets

You must adhere to the [payroll calendar](https://www.csus.edu/administration-business-affairs/internal/your-hr/payroll) <https://www.csus.edu/administration-business-affairs/internal/your-hr/payroll> days when completing time sheets.

[Timesheets](https://www.csus.edu/administration-business-affairs/human-resources/_internal/_documents/forms/student-employee-forms/student-timesheet-03.21.pdf#studenttimesheet) https://www.csus.edu/administration-business-affairs/human-resources/_internal/_documents/forms/student-employee-forms/student-timesheet-03.21.pdf#studenttimesheet should be submitted to the Student Service Center in a timely manner, before the fifth of each month to avoid delays payment of student. They are accessed on the Student Employment Office website.

Employer Resources

- [Help with Handshake](https://www.csus.edu/student-life/career-center/employers/employer-resources.html) <https://www.csus.edu/student-life/career-center/employers/employer-resources.html>
- [FWS Budget Calculator](https://www.csus.edu/administration-business-affairs/_internal/_documents/source-docs/080720-template-fws-for-departments-and-agencies.xlsx) https://www.csus.edu/administration-business-affairs/_internal/_documents/source-docs/080720-template-fws-for-departments-and-agencies.xlsx
- [Request for NEW CMS Position Number](https://www.csus.edu/administration-business-affairs/_internal/_documents/aba-pdfs/request_for_new_pos_no_2020-07.pdf) https://www.csus.edu/administration-business-affairs/_internal/_documents/aba-pdfs/request_for_new_pos_no_2020-07.pdf
- [Student Employment Transaction Form \(SEPTF\)](https://onbase.csus.edu/unity/forms/default.aspx) <https://onbase.csus.edu/unity/forms/default.aspx> – On-Campus Employers
- [Student Employment Transaction Form \(SEPTF\)](https://www.csus.edu/administration-business-affairs/human-resources/_internal/_documents/forms/hiring-manager-forms/student_hiring_manager_packet.rev20211.pdf) https://www.csus.edu/administration-business-affairs/human-resources/_internal/_documents/forms/hiring-manager-forms/student_hiring_manager_packet.rev20211.pdf – Off- Campus Employers

Departments

- [Career Center](https://www.csus.edu/student-life/career-center/) <https://www.csus.edu/student-life/career-center/>
- [Student Employment Office](https://www.csus.edu/administration-business-affairs/human-resources/student-employment.html) <https://www.csus.edu/administration-business-affairs/human-resources/student-employment.html>