

FWS Student Information

General Information

Confirm you have been awarded FWS and provide verification of FWS award to your prospective employer.

If not awarded FWS and you would like to be considered:

- Complete the [FWS Request form](https://onbaseform.csus.edu/obforms/eforms/stdaf/finaid/2022/WSREQ.aspx)
<https://onbaseform.csus.edu/obforms/eforms/stdaf/finaid/2022/WSREQ.aspx>;
- Follow the [FWS Student Employee Hiring Instructions](https://studentaffairs.webhost.csus.edu/forms/fa/2022_forms/FWS-Student-Employee-Hiring-Instruction.pdf)
https://studentaffairs.webhost.csus.edu/forms/fa/2022_forms/FWS-Student-Employee-Hiring-Instruction.pdf;
- Complete any necessary hiring paperwork with the [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>

You are allowed to work up to 20 hours per week when classes are in session and 40 hours per week during breaks

FWS Award

FWS awards in general are awarded in the amount of \$3,000 for the academic year or \$1,500 for the semester. Keep track of your monthly pay and ensure that you work with your FWS employer to not exceed the amount awarded you.

- Present a copy of your Financial Aid Award Package to your prospective employer verifying that you have been awarded FWS;
- Notify your employer immediately if your FWS award amount changes

FWS Participation

You 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)
- Be admitted into degree granting program
- Have financial need

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/hr/docs/student_docs/Student_Evaluation.pdf)
https://www.csus.edu/hr/docs/student_docs/Student_Evaluation.pdf

Continuing FWS Students

Awarding for continuing students will begin mid-June. If you are returning for the Fall semester you will not know your FWS status until after your financial aid file is complete. There are many factors considered such as meeting program eligibilities, meeting satisfactory academic progress and academic standards, etc. The Financial Aid & Scholarships Office will be evaluating eligibility requirements after your Spring grades post. You must wait to be approved for FWS.

Income Reporting on your 2021 – 2022 FAFSA

Earnings from FWS are reported as income on the financial aid application. Review your Student Aid Report and make certain you have entered all of your 2019 FWS income for the 2019 tax year.

1. Reporting FWS as income

If you have filed or will file a tax return, your FWS earnings are reported on the tax return and it becomes part of your Adjusted Gross Income.

If you will not file a tax return, you still need to enter your FWS earnings where it asks on the FAFSA, **"How much did you earn from working in 2019."**

2. Reporting FWS as need-based employment

FWS income (by itself) must be reported again on the FAFSA where it asks to enter an amount for ***"Taxable earnings from need-based employment programs, such as Federal Work-Study and need-based employment portions of fellowships and assistantships."***

By following these steps, your FWS earnings will not be included in the financial need calculation used to determine the amount of aid you may be eligible for in the 2021-2022 academic year.

Quit or Terminate a FWS Job

If you decide to quit or terminate your FWS job, it is expected that you will follow professional business protocol and provide your supervisor with a two-week notice.

If you are hired in another FWS position with a different FWS employer you must provide them with a copy of your Award Notification.

The amount of your FWS Award remains the same. All FWS pay earned regardless of where you work is still funded by the same FWS amount as listed on your Award Notification.