



California State University, Los Angeles  
Center for Student Financial Aid

### **Federal Work Study Program – Student Handout**

The Federal Work-Study (FWS) Program is a federally funded program administered by the Center for Student Financial Aid. Students earn money for college related expenses through part-time employment in approved on or off campus jobs. Students may not work more than 20 hours per week while classes are in session. Average annual award range: \$4,500 - \$6,000.

#### **Eligibility Criteria:**

- Must have completed a Free Application for Federal Student Aid (FAFSA) for the current award year (i.e. 2009-2010) – visit [www.fafsa.ed.gov](http://www.fafsa.ed.gov).
- Must have demonstrated financial need, with an unmet need of at least \$750.
- Must be meeting all minimum Satisfactory Academic Progress standards. Visit the Financial Aid Office web site at <http://www.calstatela.edu/univ/finaid/> for more information.
- Must be enrolled at least half-time (6 units undergraduate or graduate).
- Must have a completed Financial Aid file and have received official award notification from the Financial Aid Office. Award eligibility may also be viewed via the **GET** system.

#### **Roles of Key Department and Students Selected for Hire:**

- **Career Center** – responsible for posting all available job opportunities via Eagle I-Jobs.
- **Financial Aid Office** – responsible for determining a student’s FWS award eligibility; collecting hiring forms from student and hiring department; and, providing final authorization for monthly payroll submissions by departments.
- **Hiring Department** – responsible for conducting interviews, selecting applicants for hire; assigning job responsibilities and monitoring performance; and, submitting monthly payroll to the Financial Aid Office.
- **Student** – responsible for maintaining half-time enrollment and Satisfactory Academic Progress; meeting all departmental and University standards of conduct and work performance; and, submitting monthly timecard before month-end payroll processing deadline.

#### **Hiring Process:**

1. Research available positions via **Eagle I-Jobs**.
2. Submit an employment application to the **Career Development Center**, and interview for position with the potential hiring department(s).
3. The hiring department will inform all candidates of selection for the available positions.
4. Selected applicants will receive an **Employee Transaction Form (ETF)** from the department to submit to the Financial Aid Office.
5. Students selected for hire would need to visit the Financial Aid Office to complete the following documents:
  - a. Copy of Social Security Card (back and front)
  - b. Copy of Driver’s License or State Identification Card
  - c. Verification of U.S. Citizenship (i.e. birth certificate, U.S. Passport, or other)
  - d. Payroll hiring packet (forms provided by the Financial Aid Office)

For additional information, please contact the Center for Student Financial Aid or visit our web site at <http://www.calstatela.edu/univ/finaid/>