



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. Annual award amount \$4,000.

Eligibility Criteria:

- Must have completed a Free Application for Federal Student Aid (FAFSA) for the current award year (i.e. 2015-2016) – visit 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 @ <http://www.calstatela.edu/financialaid/> for more information on the Satisfactory Academic Progress standards.
- 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/financialaid>