**Posting Jobs on the FWS website**

The FWS Divisional Coordinator (Evelyn Alroy) contacts the coordinators in August to find out if they want fall job postings. Coordinators can contact Evelyn throughout the academic year to request a posting, or remove one, once the posting is no longer needed.

**Hiring Process**

The student goes online to the Office of Financial Aid and Scholarships website to print out a copy of their AIDLINK page, which shows their Award Notification for the fiscal year.

The department coordinator fills out the SEA form online via the [HR website](#).

**The Academic Year Certification Period**

The academic year period begins the week before fall semester classes and ends May 31.

**Students can start working**—

- when the Department Coordinator receives notification from Human Resources that the hiring process is complete.

**Students stop working**—

- when they have reached their Earnings Limit, or
- when their supervisor has used up the department's work study allocation, or
- if there is a financial aid hold (check AidLink)
- on the last day of classes if graduating, or
- on the last day of the payment period if the student will be continuing the following academic year.

**Unused FWS earnings**

- Unused fall semester amounts carry over to the spring semester.
- Unused academic year amounts cannot be carried over to the summer or the next academic year.
Terms of FWS Employment

The amount that students can earn is based on their award and on the department's FWS allocation. Actual earnings are based on the number of hours worked.

- Students may work a maximum of 20 hours per week while classes are in session.
- Students may work up to 40 hours per week during vacation periods (winter and spring breaks) and during final exam week.
- Students are responsible for monitoring their earnings so that they do not earn more than their FWS award for the certification period.
- Department coordinators are responsible for monitoring the earnings of all their FWS students so that they do not exceed the department's allocation.

Time sheets

Time sheets are generated from an Excel workbook that can be found online on the Human Resources website, under Document/Forms for Payroll. The first tab includes the instructions.

How to Review the Time Sheet

<table>
<thead>
<tr>
<th>Category</th>
<th>Check for</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Information</td>
<td>- Name: Last name, First name</td>
</tr>
<tr>
<td></td>
<td>- Red ID Number</td>
</tr>
<tr>
<td></td>
<td>- FWS Job #</td>
</tr>
<tr>
<td></td>
<td>- Pay rate</td>
</tr>
<tr>
<td></td>
<td>- Student Signature</td>
</tr>
<tr>
<td>Employer Information</td>
<td>- Dept. Name</td>
</tr>
<tr>
<td></td>
<td>- Supervisor Name and Phone #</td>
</tr>
<tr>
<td></td>
<td>- Division Name: Arts and Letters</td>
</tr>
<tr>
<td></td>
<td>- Division # 1</td>
</tr>
<tr>
<td></td>
<td>- Department ID (Oracle org #)</td>
</tr>
<tr>
<td></td>
<td>- Supervisor (Dept. Coordinator) Signature</td>
</tr>
<tr>
<td>Hours Recorded</td>
<td>- Payroll Month/Year is correct</td>
</tr>
<tr>
<td></td>
<td>- Dates To/From are correct (M-F, or Sun-Sat)</td>
</tr>
<tr>
<td></td>
<td>- 20 or less hours a week during school</td>
</tr>
<tr>
<td></td>
<td>- 40 or less hours when school not in session</td>
</tr>
<tr>
<td></td>
<td>- Dept. coordinator's initials next to hours worked on weekends and university holidays</td>
</tr>
<tr>
<td>Signatures</td>
<td>- Student must sign the time sheet</td>
</tr>
<tr>
<td></td>
<td>- Supervisor (dept. coordinator) must sign</td>
</tr>
</tbody>
</table>

Incomplete or inaccurate time sheets may result in a late paycheck for the student.
Changes in Students' FWS Status

Pay rate increases

- The department coordinator completes the online Student Employment Authorization form via EchoSign.
- HR will notify the department coordinator when the pay rate increase has been processed.

The completed copy of the Student Employment Authorization must be submitted by the 15th of the month to ensure that the change is effective for hours worked during that month.

No retroactive raises are permitted by the Office of Financial Aid and Scholarships.

Terminating a student's employment

Automatic termination occurs for every student's FWS employment at the end of the academic year, and a written notice is not required.

If termination is before the end of the academic year—

- The department coordinator completes the online Student Employment Authorization form via EchoSign.
- The department coordinator submits a time sheet to Evelyn for any unpaid hours the student has worked.

Reasons for student termination

A student must terminate employment—

- when the student's Earnings Limit is reached,
- when the student withdraws from the university, or
- when the department/division FWS allocation is spent. (The department may transfer the employee to the student assistant payroll.)

- Students may also voluntarily resign from employment, and they can be terminated at any time for any reason with no notice (see Student Employment Handbook).

In all cases, an SEA will need to be completed, terminating the student.

Advantages of Federal Work Study

The Federal Work Study (FWS) Program is a part-time employment program designed to help students meet the cost of attendance. With FWS, students —

- keep their educational loan borrowing to a minimum,
• gain valuable work experience and skills, often in their field of study,
• have a flexible work schedule, and
• receive financial aid in the form of earnings each month.

How FWS Funds are Allocated

The U.S. Department of Education authorizes funding for SDSU’s FWS Program each fiscal year.

• After SDSU is notified of its federal authorization amount, the Office of Financial Aid and Scholarships and the Office of Budget & Finance make initial allocation recommendations to the President's Budget Advisory Committee (PBAC), usually in late summer.
• The PBAC reviews the proposed allocations, makes needed changes, and releases approved allocation amounts in mid to late October.
• The Office of Financial Aid and Scholarships then notifies the university divisions (e.g., Academic Affairs, Business Affairs, Student Affairs) of their fiscal year FWS allocation and matching share requirement for earnings.

Tax Regulations Regarding FWS

All FWS earnings are taxable income.