



## FEDERAL WORK STUDY STUDENT EMPLOYEE HIRING INSTRUCTIONS

The Federal Work Study (FWS) program is awarded to students based on financial need. FWS funds are disbursed to the student in the form of a paycheck and every month the paycheck is deducted from the FWS award. Students awarded FWS should use the following checklist to navigate the FWS Hiring process.

1. Students must confirm the FWS award is offered on their 2023-2024 Award Package. Students **ARE REQUIRED** to provide proof of FWS eligibility to prospective employers
2. Search for FWS positions on Handshake by visiting <https://csus.joinhandshake.com/login>
  - ✓ 2023-2024 FWS jobs are available on Handshake beginning July 1<sup>st</sup>
  - ✓ Students **MUST** upload a resume with their Sac State ID listed
3. Interview with Prospective Employers
  - a. If selected for the position; the employer will notify the Student Employment Office (SEO) of the FWS student selected
  - b. The student is then responsible for completing all required onboarding / payroll paperwork with SEO
  - c. Once the student completes the onboarding paperwork, SEO will email the student an Employment Confirmation Notice
  - d. **The student cannot begin working until an Employment Confirmation has been received**
4. Accepting FWS Award
  - a. The Financial Aid & Scholarships Office will accept the FWS award, once we have been notified that all required hiring documents have been completed
  - b. Log into the Student Center to confirm the **2023-2024 FWS** award has been accepted
  - c. **Students cannot begin working until the semester has started, student has received the Employment Confirmation, and the FWS award has been accepted**
5. To remain eligible for the FWS program the student:
  - ✓ Must have their academic status in **GOOD STANDING**
  - ✓ Cannot be on academic probation or be disqualified from the University
  - ✓ Must be enrolled at least half-time (Undergrads = 6 units/Grads = 4 units)
  - ✓ Must meet the overall GPA requirement (Undergrads = 2.0/Grads = 3.0)
  - ✓ *FWS students cannot work more than 1 FWS position*

**Awards are subject to change. Monitor your Student Center regularly.**