



OFFICE OF FINANCIAL AID FEDERAL WORK STUDY PROGRAM

Questions? Call
Student Employment at
(562) 908-3411

Federal Work Study (FWS) is an employment program that helps eligible students earn part or all of the funds needed to meet their educational expenses. In addition to providing financial assistance, Federal Work Study also helps students gain valuable experience while pursuing a college education. FWS is awarded to students on a first come, first serve basis.

HOW DO I FIND A JOB?

After you have:

- Completed your Free Application for Student Aid (FAFSA) on or before the March 2nd priority due date,
- Complied with all requests from the Financial Aid Office,
- Been offered Federal Work Study, and
- Enrolled in classes for the semester maintaining at least **6 units**

Then you need to visit the Office of Financial Aid to inquire about available jobs. Students have four weeks after the semester begins to confirm employment or their FWS award will be cancelled for the year. No student shall be denied work or subjected to different treatment on the grounds of race, color, religion, gender, national origin, physical handicap or age.

CAN MY WORK STUDY BE CANCELLED, REDUCED OR INCREASED ANYTIME?

YES. Your Federal Work Study can be canceled if:

You do not find a job within four weeks of the start of the semester. Students are given four weeks to find employment. Generally, a work study job should be located within two weeks from the time you have visited the Office of Financial Aid. It is recommended that you establish a work schedule that enables you to spread hours of employment evenly throughout the year.

You do not work on a continuing basis. One month of non-employment can result in cancellation of your FWS award for the entire year. If you cannot work during a particular semester, or would like fewer hours, contact the Office of Financial Aid.

You do not maintain Satisfactory Academic Progress (SAP). See the Financial Aid Office for SAP policy.

YES. Your Federal Work Study award maybe reduced if:

There are not sufficient funds to cover projected earnings due to funding limitations; it is possible that FWS allocations may be reduced for all students. In addition, an early end date may be established upon which all FWS students must cease working. Should either of these occur, you and/or your supervisor will be notified.

YES. Your Federal Work Study may be increased if:

There are FWS funds available, and you still have unmet need.

WHERE WILL I WORK?

There are a variety of jobs available through the FWS program. Many college offices and departments hire students as clerical support, reading tutors, computer lab assistants, teaching assistants, etc.

HOW MANY HOURS PER WEEK CAN I WORK?

Students are only allowed to work a maximum of 20 hours per week for any position.

CAN I HOLD TWO WORK STUDY JOBS AT THE SAME TIME?

YES. You may hold two or more work study jobs simultaneously as long as the total hours do not exceed 20 hours a week. Your supervisor(s), and The Office of Financial Aid will coordinate your earnings, but you should also monitor your earnings so that you do not overspend you award.

WHAT DO I DO AFTER I AM HIRED?

Before you begin working, you must see the Office of Financial Aid to complete your payroll documents. Your FWS paycheck will be delayed if you have not completed all your payroll paperwork with the Office of Financial Aid.

HOW AM I PAID?

A time sheet must be completed and submitted on time to your supervisor by the 1st and the 16th of each month no later than **2:00pm**. When time sheets are submitted **on time**, you are generally paid on the 10th and 25th of the following month in which you worked. Late time sheets may result in late FWS payments.

WHAT ARE MY RESPONSIBILITIES?

- Maintain SAP
- Work your scheduled hours
- Report to work on time
- Monitor your Work Study earnings and do not exceed the authorized amount
- Submit timesheets on the due date
- Consider your employer's needs as well as your own when requesting time off
- Refrain from conducting personal business on the job
- Perform your work satisfactorily and to the best of your ability
- Take your job seriously. The experience you gain in a Work Study position can be invaluable and provide you with a future reference