

Federal Work Study Employer Guide

Federal Work Study funds are allocated to CSUEB for the purpose of hiring students with qualifying financial needs. The yearly Federal Work Study allowance is distributed among divisions according to the average amount spent on student assistants. Please contact your division budget director for questions on the amount of Federal Work Study Funds you can spend as a department.

If your department hires a Federal Work Study recipient and intends to pay the student through Federal Work Study funds, your department will be responsible for any amount earned above the total FWS award amount.

All students who submit the FAFSA (Free Application for Federal Student Aid) are considered for, and are automatically offered Federal Work Study (FWS) funds. Eligible students can visit their [MyCSUEB](#) Account to review whether they were offered FWS funds and to provide a screenshot or a printout to their employer/prospective employer to verify their eligibility.

Note- Federal Law does not allow the Office of Financial Aid & Scholarships to provide Federal Work Study eligibility information about students to job recruiters without the student's specific written consent. [Please ask for this information from the student directly.](#)

FWS earnings are taxable. Students can work no more than 20 hours per week (in total, regardless of the number of jobs that they may hold).

Please review the following carefully to ensure a successful FWS placement. Failure to implement the following standards will result in negative financial implications for both the department and the student:

- ✓ The student must maintain half-time enrollment (6 units for Undergraduate & Credential students, 4 units for Graduate students) while they are in the FWS program.
- ✓ Weekly hours are set by each hiring department.
- ✓ CSUEB is not allowed to provide students with financial aid in excess of their 'need' or Cost of Attendance as determined by their FAFSA application. The student is responsible for notifying the employer of any adjustments to their FWS eligibility related to additional funds that they may receive during the Academic Year. Students are notified via their Horizon email account with any updates to their financial aid.
- ✓ It is the responsibility of the supervisor and the student to ensure that they do not exceed their FWS eligibility amount. [Click here](#) for suggested FWS tracker from the Division of Administration & Finance
- ✓ The employer MUST keep track of the student's earnings to ensure that no more than the allocated is earned.
- ✓ The employer must be made aware by the student if they have another federal work study position to ensure that coordination occurs between all the departments.
- ✓ Any excess payment will result in the department being charged the difference.
- ✓ Pay data sent to the Financial Aid Office is not real-time (often 1 month lag) and allocated budgets are not tied to student awards. Therefore, allocations require regular monitoring by each division.

Job Posting

Campus employers should post all campus positions including Federal Work Study jobs on Handshake. Please contact the [Career Empowerment Center](#) careercenter@csueastbay.edu for additional information.

Hiring and Payroll

To ensure that the student is paid from Federal Work Study Funds, employers must submit the [SEAF \(Student Employment Action Form\) via Adobe sign](#) to the FWS coordinator (Work Study Eligibility Approval) & your Payroll Technician using the class codes provided below:

1871 or 1151: These Class Codes are for FWS students working in on-campus positions. Please review the SEAF for the specific use of each Code.

Contact your payroll technician to confirm the position numbers and other questions regarding the SEAF. [Click here for Payroll contacts.](#)