

Federal Work Study Employer Guide

Award Eligibility:

Students who indicate an interest in Federal Work Study (FWS) funding through their FAFSA (Free Application for Federal Student Aid) and demonstrate need based on their income information are eligible for Federal Work Study Funds. However, students who have financial aid awards with unmet need can also request FWS by contacting the Office of Financial Aid & Scholarships at finaid@csueastbay.edu.

One of the advantages of the FWS is that earnings are excluded when re-applying for financial aid. Thus, FWS earnings do not affect future financial aid eligibility. However, 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). This amount is subject to change throughout the course of the academic year. The Federal Work Study Coordinator will contact both the student and the supervisor should the eligibility change.

Note- Federal Privacy Regulations do not allow the Office of Financial Aid & Scholarships to provide Student Federal Work Study eligibility information to job recruiters without the student's written consent. It is the responsibility of the student to provide this information to the hiring manager. Students have access to this information through their MYCSUEB portal. (Refer to the sample form below.) Once a student is hired (or re-hired) the hiring manager must contact the Federal Work Study Coordinator via email at lucretia.whitener@csueastbay.edu or finaid@csueastbay.edu to confirm employment by submitting the Student Employment Action Form (SEAF). This will enable the coordinator to accept the FWS on the student's portal.

Budgeting and Monitoring:

Federal Work Study funds are allocated to CSUEB for the purpose of hiring students with qualifying financial needs. If your department hires a Work Study student, 25% of the amount awarded to the student will be charged to the department. Departments will responsible for any amount their Work Study students earn above the total FWS award amount.

For example:

If a student is awarded \$6,000 in Federal Work Study Funds, the department is responsible for \$1,500. ($\$6000 \times .25$)

If a student is paid \$500 for the first month, the department is charged \$125. ($\$500 \times .25$)

[Click Here for a Sample Budgeting Guide](#)

Note- 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. The Federal Work Study Coordinator will contact the department when the student is nearing, at, or has exceeded their Federal Work Study Limit. Departments who's FWS employees have more than one FWS jobs are required to coordinate with the respective supervisors and the FWS coordinator to ensure that the student does not work more than 20 hours a week, and that the FWS amount for the year is not overspent. Refer to the sample form below.

Job Posting

Campus employers should post all campus positions including Federal Work Study jobs on Handshake. If you already have a Handshake user account under the correct department, then follow the steps in Handshake regarding job posting and related features.

If you need to create a Handshake user account under your department, then follow the step to create your account. Afterward, please contact Sylvia Head, Employer Relations Coordinator, at sylvia.head@csueastbay.edu to have your account activated. This is needed to create a user account under the employer account.

Please contact Academic Advising and Career Education (ACE) at aace@csueastbay.edu for additional information.

Federal Work Study Form

Student First Name: _____

Student Last Name: _____

Net ID: _____ **Position:** _____ **Pay Rate:** _____ **Hours:** _____/week

Work Study Amount Awarded:

Working Elsewhere On/Off Campus & Using Federal Work Study? Yes No

(list location, number of hours, supervisor contact information)

Student Agreements

I understand that the University Department will work with the Financial Aid Office on campus in order to coordinate the usage of my Federal Work Study Funds for this position and that I can only work for a maximum of 20 hours per week. I will work with my supervisor to monitor my Federal Work Study eligibility via MYCSUEB account.

Student Signature

Date

Supervisor Signature

Date