GUIDELINES FOR FEDERAL WORK-STUDY

2015 – 2016

ALL FWS STUDENTS MUST BE ENROLLED FULL TIME AT THE BEGINNING OF THEIR APPOINTMENT IN THE YEAR.
**GENERAL OVERVIEW**

The Federal Work-Study (FWS) Program is designed to provide part-time employment for students who have *established financial aid eligibility and are enrolled full-time at CSUEB*. As FWS is NOT a grant, the amount you actually receive is contingent upon whether you work and how much you work to EARN the allocation each quarter.

No student shall be denied work or subjected to different treatment on the basis of race, color, religion, gender, national origin, physical handicap, disability, sexual orientation, or age.

There are a variety of FWS jobs available with departments on campus, and with pre-selected off-campus public and private non-profit organizations. Off-campus jobs generally pay a little more per hour than on-campus jobs. **Off-campus employers must have a signed FWS Agreement in place each year BEFORE they can participate in this program.** On-campus employers must complete a FWS Departmental Agreement every year.

**COMMUNITY SERVICE JOBS (Off-Campus)**

This year we again have a special focus on “Community Service” job opportunities that are located both off-campus and to a limited extent on campus. Job listings that qualify in this category are generally in a service environment that improves the quality of life, especially for low income residents in areas like: health care, child care, literacy training, crime prevention, tutoring, the environment, etc. You may wish to take advantage of working and learning in these special environments. **Off-campus FWS employment is limited to these off campus employers who have completed written contracts in a timely manner.** New contracts will not be developed during the fiscal year.

**HOW TO FIND A JOB**

Federal Work-Study job listings are posted through CSUEB's PioneerJobs online system. Listings include on-campus departments, offices, professors, computer labs, and eligible off-campus agencies. Since off-campus agencies must enter into a contract with CSUEB in order to employ Federal Work-Study students, **only agencies who have positions posted may hire CSUEB students.** These agencies can change from one year to the next and are generally not available until the new fiscal year begins on or after July 1st.
After you have made your selection(s) for a job interview, you need to obtain a Federal Work-Study Hiring Authorization Form (or eHAF) which can be found in your Horizon email account if our systems select you to go to work. If you have any questions, visit the Enrollment Information Center in the student services building on campus. Print and present your eHAF email to an employer to indicate that you are eligible for work-study employment. It is your ‘proof’ that you are an eligible FWS.

Helpful Tip:
Prepare a résumé before entering your interview. The staff in AACE offer many helpful workshops for students including résumé preparation, dressing for success, etc.

* If you have trouble locating a Federal Work-Study job, please write to finaid@csueastbay.edu or visit Enrollment Information Center (EIC) – located at the lobby of Student Administration Services building. There are generally many more positions available than eligible students in any given year, and there are many types of jobs available; however, once the job slots are filled in a year – the Program will be closed to any additional new FWS students for the remainder of the fiscal year.

**LIVEScan Requirement**

All levels of employment at CSUEB must complete their LiveScan requirement before may proceed with their other requirements for employment. This process takes a minimum of 72 hours to for results.

- Report to Human Resources (Student Administration building, SA 4709) for LiveScan details.
- This service is free to students.
- Bring with you to your LiveScan appointment:
  - State issued ID/driver’s license or US Passport

**PAYROLL REQUIREMENT (How You Are Paid)**

An online electronic Timecard must be completed on a daily basis and submitted for your supervisor’s approval at the end of each month or pay period. Check the schedule of “PAY PERIODS AND PAY DATES” for the exact dates (on page 9). If you are working for an off-campus agency for which CSUEB processes the payroll, your completed Timecard must be submitted to the Federal Work-Study Administrator at least five days before the due date indicated. When your Timecard is submitted on time, you are paid on or about the 15th of the month after the month in which you worked. You are encouraged to print a copy of all of your online Timecards after final submission and approval / signatures for your own tax records.

Federal Work-Study paychecks are distributed by the on-campus departments in which you work. Student Workers are encouraged to set up their direct deposit through Payroll, otherwise, they will need to be picked up, unless the agency handles its own
Work-Study payroll. Consult your supervisor for specific procedures and processes, deadlines, the correct Timecard form or online process to use to submit your hours, and pay periods and pay dates, and any other details or information.

If you have any questions regarding your classification or pay rate, refer to the “STUDENT ASSISTANT EMPLOYMENT GUIDE” available on the CSUEB Human Resources web page, or discuss the matter with your supervisor.

CONDITIONS FOR EMPLOYMENT
TO REMAIN ELIGIBLE FOR YOUR FEDERAL WORK-STUDY AWARD, YOU MUST BE REGISTERED FOR THE MINIMUM NUMBER OF UNITS SPECIFIED IN YOUR FINANCIAL AID OFFER DURING EACH QUARTER IN WHICH YOU ARE AUTHORIZED TO EARN ‘FWS’ FUNDS.

During the quarter, if you drop below half-time enrollment status, you must immediately notify your Financial Aid counselor and cease working. Your counselor will then determine when and if you may continue your Federal Work-Study employment at a later time.

FEDERAL WORK STUDY IS TO BE EARNED DURING THE QUARTER FOR WHICH IT HAS BEEN AWARDED.

You may generally be employed during the quarter break if you were enrolled during the previous quarter and are registered for the subsequent quarter (students who are not registered for the next quarter may only work through the last day of the current quarter).

During the quarter break, you can earn the remaining balance of your FWS allocation from the current quarter. EXCEPTION: Spring term (the last quarter of the current school year) and Summer Quarter (new school year) funds, cannot be earned during the break between the Spring and Summer quarters. This is due to the fiscal year separation of funding, and that is why the FWS program year ends after spring quarter every year. Summer quarter is our leading term each year for the new or upcoming fiscal year.

* You may hold two or more Federal Work-Study jobs simultaneously.
* Your earnings will be coordinated by your supervisors with your help.
* You should also monitor your total earnings to make sure that you do not exceed your total allocation for the year (summer through spring quarters); or exceed other hourly or annual regulations.
You may check your MYCSUEB account at any time to confirm any changes to your quarterly and/or annual FWS allocation (or visit the EIC and they can confirm your most current allocation for the year).

You may not receive FWS earnings from internships, practicums, or other such experiences for which you are also earning academic credit for the same time (or hours) spent at the activity or job task being paid (no double dipping).

**SIGN-IN REQUIREMENTS**

Once you have accepted a Federal Work-Study position, the following sign-in requirements must be met before you begin working. You must sign-in and complete a LiveScan with Human Resources and Student Personnel Action Request (SPAR) form at the PAYROLL Office.

*The Immigration and Reform Act of 1986 requires that all employees provide proof of identity and authorization to work.*

Be sure to bring the following documents:

- *your original* Social Security Card
- *your original* CSUEB ID card, passport, state issued identification card (e.g.: state ID or driver’s license)
- documentation from INS/Department of Homeland Security (if appropriate)

If you are hired by an ON-campus department, your employer will additionally complete a Student Employment Action Form (SEAF) appointing you to the Federal Work-Study position. A current job description and a copy of your current enrollment status need to be attached to the SEAF.
If you are hired by an OFF-campus Federal Work-Study agency that processes payroll through the Office of Financial Aid; you must follow the above instructions as for an On-campus employee. However, if you are hired by an OFF-campus agency handling its own Federal Work-Study payroll, ask your supervisor for instructions regarding requirements for new employees at that agency.

**Note:** Your Federal Work-Study paycheck will be delayed if the above sign-in requirements are not completed before you begin working, and/or if your supervisor fails to process your paperwork in a timely manner (allow three weeks)! ‘First’ paychecks are often delayed due to the additional appointment processing required.

**Work Study Is Taxable Income**

Federal Work-Study earnings are taxable income and as such are subject to withholding taxes. It is your responsibility to keep track of all your taxable income and to determine if your earnings will be taxable or exempt from taxation. Based on YOUR determination, on-campus paid students may contact the Payroll Office and update their SPAR to increase or decrease the amount of taxes withheld or prevent withholding entirely.

**How to Earn Your Federal Work Study Allocation**

To earn your FWS allocation evenly over the quarter, you can calculate the number of hours per week you should work by applying the following formula:

\[
\frac{\text{Quarterly Allocation}}{10 \text{ Weeks}} = \frac{\text{Weekly Earnings}}{10} = \frac{\$800.00}{10} = \$80.00 \text{ Week}
\]

\[
\frac{\text{Weekly Earnings}}{\text{Hourly Pay Rate}} = \frac{\text{Hours Per Week}}{\$10.00} = 8 \text{ Hours/Week}
\]

\[
\frac{\text{Weekly Earnings}}{\text{Hourly Pay Rate}} = \frac{\$80.00}{\$10.00} = 8 \text{ Hours/Week}
\]
However, at no time may you work more than a total of 8 hours per day or 20 hours per week in your Federal Work-Study position.

Note: If you are simultaneously employed at CSUEB in both a Federal Work-Study (Student Assistant) AND a NON-Federal Work-Study Student Assistant job, the TOTAL hours worked may not exceed 8 hours per day or 20 hours per week in both jobs (including your Federal Work-Study job)!

Do not earn more than 50% of your annual FWS allocation by December 31st each year. Your award is meant for the entire fiscal year. A student with an annual allocation of $3200, should not earn more than $1600 by December 31st.

If you know that there has been a change to your financial aid package or FWS allocation during the school year, please inform ALL of your FWS supervisors. Some employers may request that you print out your award at the beginning of each quarter. You will usually only receive one initial eHAF all year.

CANCELLATIONS, REDUCTIONS, OR INCREASES IN FEDERAL WORK STUDY

Your Federal Work-Study employment should be distributed evenly over the entire quarter and the year. Once you have accepted your award and are enrolled and attending in your first quarter of the year, you have approximately three weeks into the quarter in which to obtain a Federal Work-Study job. If you do not obtain a job within this period, your Federal Work-Study award is subject to being canceled at any time for the entire year.

Once you begin earning your Federal Work-Study award, you must work every month covered by your allocation. If you do not work for an entire month or more, the balance of your Federal Work-Study funds will be carried over to the following term.
If you:
- are having trouble locating a job,
- cannot work during a particular quarter, or
- would like to work fewer hours permanently,
Visit the Enrollment Information Center on the first floor of the student services building, or write your Financial Aid Counselor to discuss the alternatives.

NOTE: Due to funding limitations, it is possible that Federal Work-Study allocations may be reduced for students if there are not sufficient funds to cover projected earnings. In addition, an earlier date may be established on which ALL Federal Work-Study students must cease working. Should either of these occur, you and/or your department will be notified.

Increases in Federal Work-Study are sometimes possible later in a year if there are funds available, and your financial aid eligibility has not been fully met for the quarter in which the award is to be increased.

*For further assistance, contact your Financial Aid counselor via the Enrollment Information Center, or telephone (510) 885-CSUH.*

**OVERALL EARNINGS GUIDELINE**

Earn your FWS allocation evenly throughout an award year and in all terms applicable. In no case should a FWS student earn more than 50% of their entire annual FWS allocation by December 31st of the award year.

**Federal Work Study Payroll & Pay Date Guidelines**

1. Federal Work-Study students may NEVER work more than 20 hours per week, or more than 8 hours per day. If also working in a non-Federal Work-Study (Student Assistant) job on campus at the same time as their FWS job (including BOTH positions); collectively, may not exceed 20 hours per week and 8 hours per day.

2. All pay dates are tentative and subject to actual receipt of pay warrants (checks) from the State Controller’s Office.

3. In order for a Federal Work-Study student to be employed during a quarter break, the student must be enrolled during the current quarter and must be registered for the next quarter, and have a Federal Work-Study balance for at least one of the two quarters.
* NO student may work the quarter break between Spring and Summer quarters each year with FWS funding, as this is our fiscal year switchover.

4. Federal Work-Study funds for Fiscal Year 2015-2016 may only be utilized through June 2016.

5. Since monthly Timecards must be processed if you work On-campus, or submitted to the Federal Work-Study Administrator, Office of the Financial Aid if you work Off campus; please allow adequate attendance processing time (several days). Additionally, you should confer with your department, supervisor, or the designated attendance person for any other deadlines or routines that might need to be followed where you work.

* If you work OFF-campus, submit your electronic Timecard to Financial Aid by or before the 21st of the month that you work when your paycheck comes from the University. You are welcome to project your hours from the 1st of the month through the last day of the month.

6. Late Timecards result in late paychecks. Your paycheck will be delayed another pay period when processed late. On Campus paid students should be using the Online Student Payroll Process through their MYCSUEB account.
# Federal Work Study Pay Periods & Pay Dates

## For Fiscal Year 2015 – 2016

(dates are subject to change)

<table>
<thead>
<tr>
<th>Pay Periods</th>
<th>Inclusive Dates</th>
<th>Work Days</th>
<th>Online Timecards Due by 5:00</th>
<th>Pay Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jul 2015</td>
<td>7/1 - 7/30</td>
<td>18</td>
<td>7/30</td>
<td>Aug 14, 2015</td>
</tr>
<tr>
<td>Aug 2015</td>
<td>8/1 - 8/31</td>
<td>22</td>
<td>8/31</td>
<td>Sep 15, 2015</td>
</tr>
<tr>
<td>Oct 2015</td>
<td>10/1 - 10/30</td>
<td>22</td>
<td>10/30</td>
<td>Nov 16, 2015</td>
</tr>
<tr>
<td>Dec 2015</td>
<td>12/1-12/31</td>
<td>15</td>
<td>12/23*</td>
<td>Jan 15, 2016</td>
</tr>
<tr>
<td>Jan 2016</td>
<td>1/1 - 1/29</td>
<td>19</td>
<td>1/29</td>
<td>Feb 15, 2016</td>
</tr>
</tbody>
</table>

* Special instructions may be issued at a later time for this pay period.
RESPONSIBILITIES OF A FEDERAL WORK STUDY STUDENT

- Work your scheduled hours as agreed
- Report to work promptly, or call if you think you will be late
- Monitor your Work-Study earnings and do not exceed the authorized amount; know your current balance
- Consider your employer’s needs as well as your own when requesting time off

DO NOT STUDY, OR CONDUCT PERSONAL BUSINESS ON A JOB

- Perform your work satisfactorily and to the best of your ability and submit your timecards/hours on-time.
- Take your job seriously as the experience gained in a Federal Work Study position can be invaluable. Experience can be on your resume.
- Inform your supervisor if you are working in more than one FWS job in the year.
- Enter your time daily in your online timecard system. Community Service workers must maintain the online and physical version.

To keep track of your FWS earnings, consult your supervisor for this information (or view your previous timecards since July 2015 in your MyCSUEB). Earnings in excess of your FWS award will affect your eligibility for financial aid for the following academic year, reduce other aid currently awarded this aid year, and/or adversely affect the department’s temporary help funding.

If any employment problems occur, first discuss them with your supervisor. If issues cannot be resolved with your supervisor, visit the EIC anytime, or contact the Federal Work-Study Administrator.
THE PROCESS | STUDENTS START HERE:

1. Follow usual Financial Aid processes to apply for Financial Aid, and complete your FAFSA each year before March 2nd.

2. If offered Federal Work-Study and you are able to work, return all of your documents (by mail, online or to the EIC) to complete your file as soon as possible. Go into your MyCSUEB account a second time to ACCEPT your Federal Work Study offer.

3. When the first quarter arrives that you have received a Federal Work-Study allocation, look in your Horizon email for your FWS Hiring Authorization Form (or eHAF), and PRINT it.

4. Find several job openings that interest you via PioneerJobs. Then call ahead and/or visit the employers that you have selected. Bring a Resume if you have one. Find a position early in the first quarter that you have eligibility for in a year. The Program closes for the duration of the year to any additional new students when job slots are all filled in a fiscal year—this can happen at any time in the year.

5. Employers will request your FWS Hiring Authorization Form (or eHAF) if they decide to hire you. You will only receive one email message in the year, do not delete it -- you will need to print another one if you need to or choose another FWS employer in the year.

6. Remember to bring the following documents to Payroll and University Police Department:
   - State ID/driver’s license
   - Social security Card
   - Birth Certificate/US Passport

   Payroll Office will set up your method of payment (direct deposit is highly encouraged). They are located on the 2nd floor of the SA Building.

   University Police Department will perform a full background check. This must be performed before any employee may begin their employment on or off campus. [Note: Community Service Student Workers need to check their Horizon email accounts from Financial Aid authorizing you to begin employment.]

7. Your new employer or supervisor will complete SEAF (Student Employment Authorization Form) paperwork for you if you work On Campus. After various offices approve the paperwork, AND you have signed in at the Payroll Office –then your Timecard will become available.
online in MyCSUEB. Initial Timecards (and therefore first paychecks) are often delayed (late) due to initial paperwork processing (especially in the months of July / August, October / November, January and April).

8. Submit your monthly Timecards on time to receive your pay on time, and make a copy of your Timecard for yourself. [Note: You may submit your timecards early as long as you fulfill your commit to those hours.]