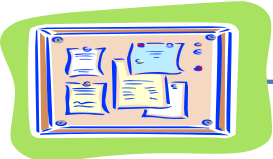


CSU Fullerton Student Worker for Federal Work Study Process Overview



Department has need for student workers. Post position in Career Center (if applicable).



Student applies/interviews for job on campus



Department sends confirmation ticket to Financial Aid for FWS approval.



Financial Aid approves hire and sends email to employer.



Student completes required documentation. Payroll informs department student is approved to work via email notification.



Student works for department.



Department timekeeper completes Time Reporting in CMS. Prints CD048 from CMS. Sends to Payroll with appropriate approvals with complete timesheets.

Payroll PIPs to SCO. Checks received and distributed to department timekeepers



Student paid on or before the 15th of every month.

