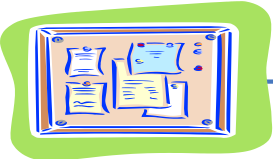


CSU Fullerton Student Worker for Federal Work Study Process Overview



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



Student applies/interviews for campus job.



Dept sends confirmation ticket for Financial Aid for FWS approval



Financial Aid approves hire and sends email to dept, and forwards hard copy of the confirmation ticket to Payroll Services



Department timekeeper completes Time Reporting in PeopleSoft and prints CD048. Sends to Payroll with appropriate approvals with complete timesheets.



Student works for department, completes and submits timesheet to dept timekeeper.



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

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



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

Last Revised: 6/25/2009

