Federal Work Study Employer Questions & Answers

1875/1876 Summer or 1871/1872 Fall and Spring or 1151 Instructional Aid

How does a student apply for Federal Work Study?
- First apply for a PIN to electronically sign FAFSA (www.pin.ed.gov).
- Both student and parent should apply for a pin.
- Complete FAFSA (www.fafsa.ed.gov) or paper form by March 2nd.

How do I know if a student has an FWS award?
- The student will bring their TITAN online award summary to the interview as instructed (on our website http://www.fullerton.edu/financialaid/fws/fwsempinfo.htm).

How is the rate of pay for the student's position determined?
- The position title and rate of pay on the confirmation ticket need to match with the position description we have on file with that position title and reporting unit.
  - May not be paid more or less for than assigned range.

When may a student begin working?
- When the following steps are completed:
  - Financial Aid receives the original Confirmation Ticket and approves the hire.
  - Financial Aid sends email to the employer to notify of approval.
  - Financial Aid forwards the Original Confirmation Ticket to Payroll.
  - Payroll sends email to employer authorizing student to begin working.
    - Only new students must go to Payroll Services to complete the required hiring documents, BEFORE they may begin to work.

How much may an FWS student earn and when?
- The FWS award amount is the maximum dollars a student may earn.
  - 20% of the award may be earned in July and August (1875/1876 or 1151).
  - Half of the remaining award may be earned in fall and half in spring (1871/1872).

How many units must an FWS student take to maintain eligibility?
- Six units or half time enrollment is the federal requirement.

How is the Student Assistant program different from the Federal Work Study?
- As an employer you pay 100% of the student assistant earnings.
- With FWS student earnings the federal government pays 75% and you pay only 25%.