

# 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](http://www.pin.ed.gov)).
- Both student and parent should apply for a pin.
- Complete FAFSA ([www.fafsa.ed.gov](http://www.fafsa.ed.gov)) or paper form by March 2<sup>nd</sup>.

## ***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%.