HOUSEKEEPING

• Questions may be asked during the presentation or afterward. Feel free to unmute.

• Some questions might be best answered offline for the sake of time. To promote time management, I will make a recommendation if needed.

• Policy and processes discussed today may include those of Finance, Payroll and HRDI. Questions on these items should be directed to each respective department.
AGENDA

• Definitions
• Commitments from Employers
• Changes for this Award Year
• Federal Work-Study and Awards
• FWS Allocation and Matching Funds
• FWS Hiring Process
• Tracking Hours/Awards
• Questions
Definitions

• Academic FWS student:
  • Instructional Student Assistant (ISA-1151)
  • Graduate Assistant (GA-2326)

• Non-Academic FWS student:
  • Student Assistant (SA-1871)
  • Bridge Student Assistant (SA-1875)

• Hire/Appoint
  • Those that get processed through CHRS Recruiting
  • They either have never worked on campus in a state side position or did work over a year ago and need to redo hiring paperwork

• Rehire/Reappoint
  • Those that get processed through CHRS CSU Student Processes (Processes) or Temporary Academic Employment (TAE)
  • Have worked in a state side position within the last 12 months and do not need to complete hiring paperwork
COMMITMENTS FROM EMPLOYERS

• At least one person from the employing department will attend a Federal Work-Study training session to ensure that policy and procedure are communicated (attendance is required for only 1 training session each AY).
• Employers will communicate any changes in employer staffing to the Federal Work-Study Counselor to ensure e-mails/updates are provided to the appropriate staff/managers.
• FWS student hires will also be appointed in non-FWS positions to support them when they have earned their entire FWS award.
• For all reappointed FWS student hires, the employing department will submit the On-Campus Reappointment Authorization Form.
• Once an FWS student has reached their award, employers will terminate their FWS position with Payroll.
• Employers will effectively track the FWS awards of their employees to prevent exceeding the awards of students.
• If students exceed their FWS awards, the department will complete a Payroll Expenditure Transfer in a timely manner to reimburse the FWS program.
• As a courtesy notice, the Office of Financial Aid wants to convey to employers that departments must respond to/comply with communications from the Office of Financial Aid regarding overawards and Payroll Expenditure Transfers (PETs) in a timely manner. Our office asks that employers please understand that failure to support these communications jeopardizes our program’s compliance with federal regulations and it places the FWS allocation for our campus at risk. Employers that do not comply with these communications will risk their future participation in the FWS program.
CHANGES FOR THIS AWARD YEAR

Reappointing
• For all FWS reappointments, depts must complete the On-Campus Reappointment Authorization Form **BEFORE** entering the reappointment in Processes/TAE

One FWS Appointment
• Students can only be employed in one FWS position on/off campus at a time. Should students wish to be employed in multiple positions on campus, the department(s) would need to hire the students through non-FWS student positions.

Email
• For any FWS questions, please email fws@Fullerton.edu

Template
• Please use the updated template when submitting requisitions for AY 24-25
The Federal Work-Study (FWS) program provides part-time jobs for undergraduates and graduate students with financial need, allowing them to earn money to help pay education expenses. The program encourages community service and work related to the student's course of study. This program is coordinated by the Department of Education.

- On-campus and Off-campus FWS job opportunities
- Student Assistant, Instructional Student Assistant (Unit 11), and Graduate Assistants (Unit 11) positions
Eligibility for FWS:

- Complete the FAFSA by May 2nd
- Question 31 on the FAFSA, “Are you interested in being considered for work-study?” was removed. More information to come about identifying incoming students' interest in FWS.
- Submit all requested financial aid documentation from their To-Do/Task List by the due date
- Maintain Satisfactory Academic Progress (SAP)
- Enrolled in at least half-time units each semester (exception during summer)
- Must have Federal Need as determined by Federal Guidelines
- EFC of 3000 or less (this number is populated from the data provided on the FAFSA)
- If a student received FWS during their career, they are eligible for FWS
FWS Offer

- FWS is currently granted on a first-come-first-served-basis. More students are “offered” FWS awards than the program has funds to support. This process is utilized to ensure our campus uses the full allocation of FWS funds.

- Employers can ask for a screenshot of candidate FWS awards during the hiring process.
FWS ALLOCATION AND MATCHING FUNDS

The Federal Work-Study year begins with the allocation for Cal State Fullerton being available within the Common Origination and Disbursement (COD) system. This typically happens in April. Our campus may also be awarded a waiver of the matching requirement at this time.

<table>
<thead>
<tr>
<th>Allocation/Waiver</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
</tr>
</thead>
</table>
Federal Work-Study Timeline (2024-2025 AY)

- **Award Year Begins**: Summer FWS Hours may begin 7/1/24
- **Reappointed Fall FWS SA Hours Begin**: (1871) 9/1/24
- **New & Reappointed Spring FWS SA Hours may begin (1871)**: 1/1/2025
- **Last Day FWS Can Be Earned**: 5/31/25
- **Incoming 2025-2026 and Returning Students - Financial Aid Awarding April**
- **Allocation/Waiver**
- **Allocation Year Begins**: New Fall SA Hours Begin (1871) 8/19/24
- **New academic FWS Hours may begin**: 1/16/25
- **Last Day Graduating Students Can Earn FWS**: 5/9/25

**Timeline:**
- **July**
- **Aug**
- **Sept**
- **Oct**
- **Nov**
- **Dec**
- **Jan**
- **Feb**
- **Mar**
- **Apr**
- **May**
- **Jun**
Eligibility Waiver of Non-Federal Share Matching Requirement

For the 2024-2025*** award year, Cal State Fullerton has been granted the ability to reimburse FWS positions at 100%. This is due to CSUF being identified as each of the following:

1. Asian American and Native American Pacific Islander – Serving Institution
2. Developing Hispanic – Serving Institution
3. Promoting Postbaccalaureate Opportunities for Hispanic Americans

Percentage of FWS Salaries Paid

- **2018 - 2019**
  - 75% Employer
  - 25% Federal Work-Study

- **2019 - Present**
  - 100% Federal Work-Study
FWS ALLOCATION AND MATCHING FUNDS

Eligibility Waiver of Non-Federal Share Matching Requirement

2018-2019
Matching Requirement

Example:
Denise has a $5,000 FWS award
• $1,250 is paid by the employer
• $3,750 is paid by Federal Work-Study

2019-Present
Waiver of Matching Requirement

Example:
Denise has a $5,000 FWS award
• $5,000 is paid by Federal Work-Study
Annual Job Description

Each year all employers must send a completed Job Description for each FWS position to the FWS Coordinator before the employer can post FWS positions, or hire FWS students.
FWS HIRING Process –

Appointment Dates

- FWS Summer appointments begin 7/1
  - Any student working in June should be paid by the dept and hired into a dept funded position
  - July and August FWS earnings come from the new, upcoming academic year’s FWS award
- For summer, the job code will be based on unit enrollment
  - 1875/1876 – 0-5 units enrollment (during summer only)
  - 1871/1872 – 6 units or more enrollment (these are the only FWS job codes used for Fall/Spring)
- HRDI is recommending that all Fall Student Assistant appointments be made as Academic Year (Fall and Spring)
- Graduating students can work up to the last day of classes in the semester
- Academic HR sends Dates to Remember for Academic Employees
  - FWS GA appointments must have an end date that is close to the date the award ends. Hiring dept will work with OFA Counselor before creating appointment
FWS HIRING PROCESS

To prevent issues in overawards and time reporting, employers are asked to also reappoint FWS students in department-paid roles after the initial appointment is completed.

New Hires

- Both academic and non-academic FWS new hires are initially appointed in CHRS Recruiting
- These are all the students who have never worked in a state side position within the last 12 months.
- FWS must be an approver on the requisition and offer card
- When creating a new req, please include the FWS job description in the Documents tab
FWS STUDENT ASSISTANT HIRING PROCESS

Reappointments

Student Assistants (SA)

- Depts must complete the On-Campus Reappointment Authorization Form
- FWS Counselor will send back if approved with the student’s award amount
- SAs are reappointed in CHRS CSU Student Processes. Please complete HRDI’s instructions on the reappointment process.

Processes

FWS is not an approver in Processes, which is why Financial Aid must first receive the On-Campus Reappointment Authorization Form
Academic FWS Students (ISA/GA)

- Depts must complete the On-Campus Reappointment Authorization Form
- FWS counselor will send back if approved with the student’s award amount
- Academic student hires are reappointed in TAE. Please follow HRDI’s instructions regarding the reappointment process

FWS is not an approver in TAE, which is why Financial Aid must first receive the On-Campus Reappointment Authorization Form
ACTION ITEM

• Academic FWS Reappointments for AY 23-24
  • OFA has not received any On-Campus Reappointment Authorization forms (formerly known as On Campus Employment Authorization – Academic Student form)
  • Depts will need to submit the Reappointment Authorization form for any academic student hires that were reappointed in either TAE or Temp Fac Mod for AY 23-24

• FWS Student Assistant Reappointments for AY 23-24
  • Depts will need to submit the On-Campus Reappointment Authorization form for any SA that was reappointed after Oct 13th 2023 (when CHRS went live)
  • If you completed a Confirmation Ticket for the academic year, you do not need to complete the form for your hires
Reappointment Example

<table>
<thead>
<tr>
<th>Term</th>
<th>Fall 2023</th>
<th>Spring 2024</th>
</tr>
</thead>
<tbody>
<tr>
<td>Situation</td>
<td>Suzy Titan was hired as an ISA (1150) within a college for the Fall term.</td>
<td>The employer became aware that Suzy was eligible for an FWS award. Suzy Titan was rehired for the Spring term as an FWS ISA (1151).</td>
</tr>
<tr>
<td>Hiring System</td>
<td>This hire was processed within CHRS Recruiting. Financial Aid did not need to be included as an approver on Suzy’s offer card, as this was a regular ISA job. The employer also utilized TAE to process the contract</td>
<td>This hire was processed when the student was active. Hiring policy states that this hire does not need to be processed in CHRS Recruiting, and may be processed within TAE alone.</td>
</tr>
<tr>
<td>Financial Aid Involvement</td>
<td>None, as this is not a FWS position</td>
<td>A Reappointment Authorization form must be submitted to Financial Aid to ensure the student meets FWS criteria and to coordinate the student’s FWS award.</td>
</tr>
</tbody>
</table>
Federal Work-Study Counselor Responsibility

When the student is being offered employment or is being rehired, the Federal Work-Study Counselor ensures the student:

- has an FWS award offer (and will accept on their behalf)
- is enrolled in at least 6 units
- is meeting Satisfactory Academic Progress (SAP)
- has a Job Description on file from the employer
- a representative from the employing department attended FWS training
The Federal Student Aid Handbook states that the FWS student in a given period may earn:

- Summer: Up to 20% of their FWS Award
- Fall: Up to 40% of their FWS Award (50% if hired in Fall)
- Spring: Up to 40% of their FWS Award (50% if hired in Fall)
Estimate of Weekly FWS Hours

Employers should estimate the amount of hours that a student may work per week for their intended hiring period.

- Provide a realistic look at how long FWS awards will last
- The goal of the FWS program is to employ students through the Spring term (if applicable)
- Supervisors and Leads for FWS students should be included in these discussions
FWS Award Budget Tracking

• The Office of Financial Aid asks that all FWS employers track their students’ wages each month to prevent over awards and anticipate when award limits will be reached.

• The Office of Financial Aid will provide monthly reports that share which students have a remaining balance of $2,000 or less.*

• These items are intended to be used together to predict when students will reach their allocation.

*Based on the latest reports provided to Financial Aid.

Report provided in March for FWS earned through January 2023.


### TRACKING FWS AWARDS

**Students that Have Earned Allocation**

- Typically happens in the middle of a pay period. Departments should split hours between FWS position, and department-paid position for final FWS month.
- Employers are asked to work with Payroll to terminate their FWS position after they have received their final FWS payment.

**Example:**

Tuffy Titan has earned 40 hours in the month. His pay rate is $15.50 and he has a remaining balance of $152.50 ($152.50/$15.50 = 9.8387 hours). The timekeeping system only understands tenths and not hundredths regarding hour entry, so I would allocate Tuffy’s 40 hours as follows:

<table>
<thead>
<tr>
<th>Position</th>
<th>Hours</th>
<th>Total Paid (Hrs x Payrate)</th>
</tr>
</thead>
<tbody>
<tr>
<td>FWS - Position</td>
<td>9.8 hrs</td>
<td>151.90 (.31 FWS Remaining)</td>
</tr>
<tr>
<td>Non-FWS Position</td>
<td>30.2</td>
<td>468.10</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>40</td>
<td><strong>620</strong></td>
</tr>
</tbody>
</table>
Additional Resources

- **CSUF Quick Reference Timekeeper Student Time Processing** – guide shared by Payroll that shares a query “Reported Hrs-Student Workers” which can be used to look up hours for a student in a pay period

- **Attendance and Pay Schedule** – Provides the exact dates that should be used for a pay period (best used with query above)

  https://hr.fullerton.edu/payroll/employee-payroll/pay-calendars.php
Over-Payments and Non-FWS Recipients

The FWS Coordinator tracks the amount a student has earned compared to the amount paid in wages.

- If the student is almost out of wages the FWS Coordinator notifies the employer
- If the student has earned more than was awarded, the employer is notified and must transfer the funds back to the FWS account via a Payroll Expenditure Transfer (PET)
- If the student is not an FWS recipient, the employer is notified and must return the funds paid to the student with FWS funds
FWS Website: https://www.fullerton.edu/financialaid/general/fws_employers.php

Questions & Answers?