

# Federal Work-Study Training for On-Campus Employers

2024 - 2025



# 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

- Review Recent Updates to FWS
- 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



# Recent FWS Updates

## Appointment Dates for Academic Year

- FWS GAs 2326
  - these are monthly appointments
  - end date needs to reflect end of award & pay period
- ISAs 1151 & SAs 1871/1872 for non-graduating students
  - AY will be 8/19/24 – 5/16/25
  - Will be updating website with new dates

## Eligibility

- Over 6,500 students have been offered FWS (includes students who had FWS last year, incoming freshmen, & transfer students) & there are about 400 jobs on campus
- Continuing students who were offered FWS last year, but did not get hired/paid in FWS will not be automatically offered FWS. I can make an exception if they still meet the requirements of FWS.
- Depts should be asking students for screenshots of FWS award with 24-25 AY dates. Before asking the FWS Counselor if a student qualifies for FWS, please check with the student to see if FWS is on their financial awards.

## Summer '24 8/1/24 – 8/29/24

- Due to the complications with FAFSA, FWS did not run in July. Any student working in July should have been paid with department funds.
- FWS summer hiring is open for August only

## SA Rehires/Concurrent Appointments

- Please complete the Reappointment Authorization Form BEFORE the MPP Approval Form

# 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/Concurrent
  - Those that get processed through the MPP Approval Form 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 MPP Form/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](mailto:fws@Fullerton.edu)

## Template

- Please use the updated template when submitting requisitions for AY 24-25



# FEDERAL WORK-STUDY AND AWARDS

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





# FEDERAL WORK-STUDY AND AWARDS

## 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
- SAI of 200 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



# FEDERAL WORK-STUDY AND AWARDS

## 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

Student Homepage Financial Aid

2021-2022 Change

Awards Summary Accept/Decline (1) College Financing Plan Financial Aid Summary

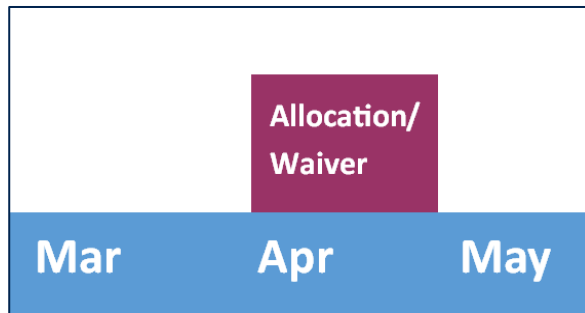
**Accept/Decline**  
Status Revised Package ⓘ

5 rows

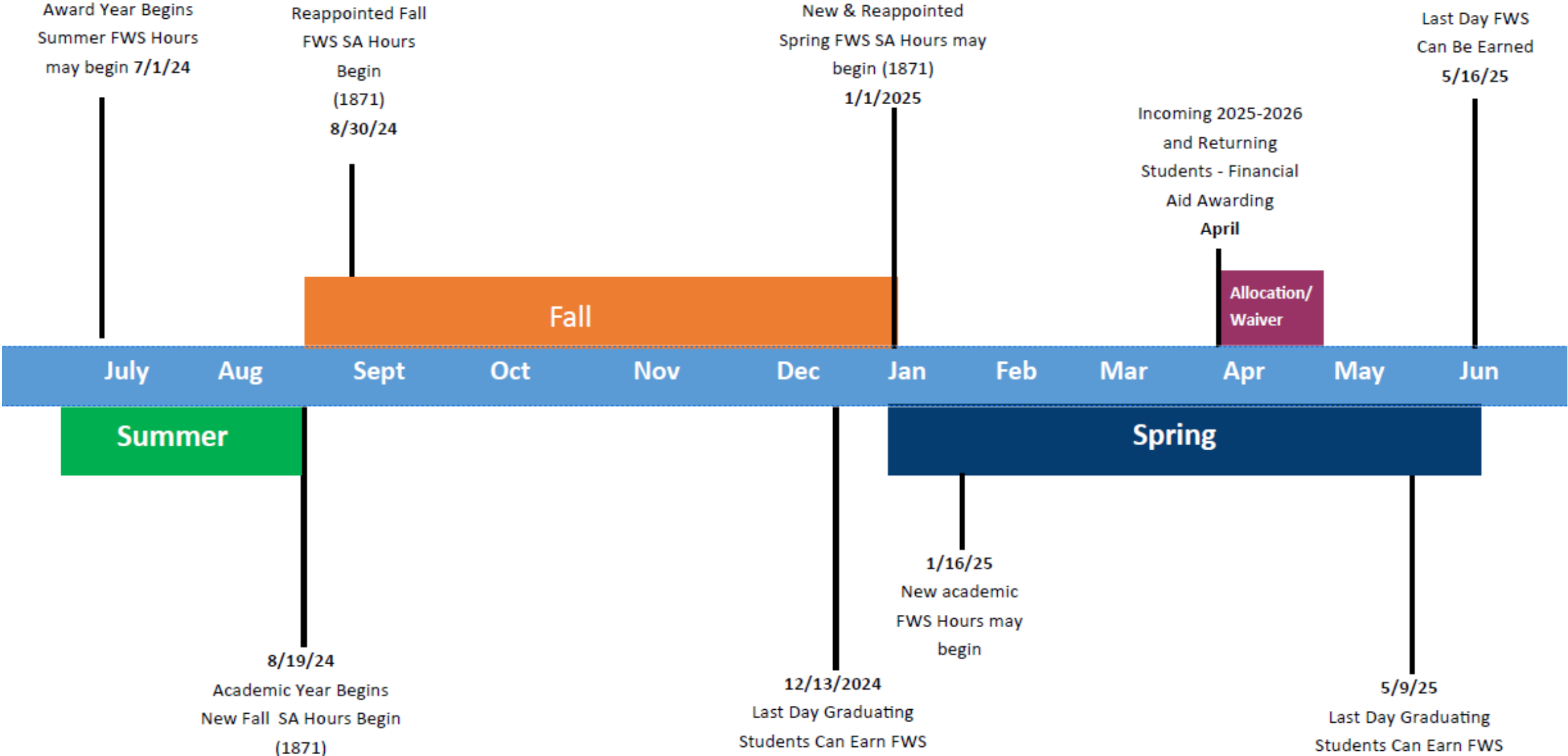
Award Description/Category	Award Decision	Reduce	Offered	Accepted
CA Emergency Grant Grant	Accept	<input type="checkbox"/>	700.00	700.00 >
Federal Pell Grant Grant	Accept	<input type="checkbox"/>	5,684.00	5,684.00 >
<b>Federal Work Study</b> Work/Study	Select	<input type="checkbox"/>	5,000.00	0.00 >
Fed Direct Loan Subsidized 1 Loan	Accept	<input type="checkbox"/>	5,500.00	5,500.00 >
Fed Direct Loan Unsubsidized 1 Loan	Accept	<input type="checkbox"/>	7,000.00	7,000.00 >
<b>Totals</b>			<b>23,884.00</b>	<b>18,884.00</b>

# 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.



# Federal Work-Study Timeline (2024-2025 AY)



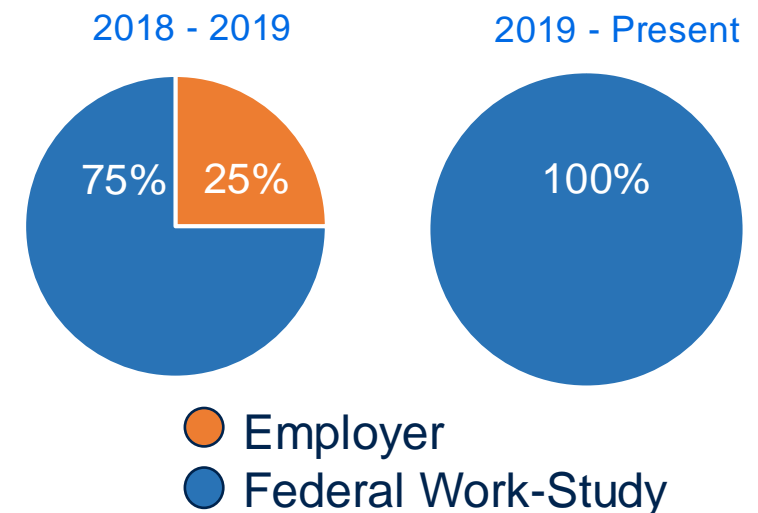
# FWS ALLOCATION AND MATCHING FUNDS

## 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



# FWS ALLOCATION AND MATCHING FUNDS

## Eligibility Waiver of Non-Federal Share Matching Requirement

**2018-2019**

Matching Requirement

**2019-Present**

Waiver of 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

### Example:

Denise has a \$5,000 FWS award

- \$5,000 is paid by Federal Work-Study

# FWS HIRING Process –

## Appointment Dates

- FWS Summer appointments begin **7/1 (normally)**
  - 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



Federal Work Study Student Position  
Description For On-Campus Employers

## 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.

Employers are responsible for writing a position description for each position in which they want to hire an FWS student(s) that follows the FWS Program format listed below. **Each position description is to be included either e-mailed with the FWS Counselor or provided in CHRS Recruiting by uploading the PD to the Documents tab for cataloging.**

Before a job post can be advertised or before a student can be hired in that job it must go through a review process conducted by the Office of Financial Aid. Through this procedure, the Office of Financial Aid ensures each position description/requisition meets Federal regulatory and statutory conditions and that it's following the FWS format. The job post/appointment request will be reviewed for eligibility, but can only be approved once an FWS job description is provided.

Creating a thorough, attractive, and informative job description is critical to attracting qualified FWS job applicants. The job description is the first and sometimes the only piece of information a student has to determine whether your position is within their interests and qualifications. Therefore, it is essential to provide the most thorough and attractive job posting possible.

If you have a CHRS support question, contact CSUF Human Resources at:

- Student Assistant Employment: [studentemployment@fullerton.edu](mailto:studentemployment@fullerton.edu)
- Unit 11 Employment (ISA, TA, GA): [academichr@fullerton.edu](mailto:academichr@fullerton.edu)

For FWS Job approval support, contact Daisy Del Cid Sanchez at the Office of Financial Aid at: [fws@fullerton.edu](mailto:fws@fullerton.edu)

### Position Description Template for FWS Student Employee Job Post on CHRS Recruiting

<b>CSU Working Title</b>	Descriptive of work to be performed [Example: Office of Financial Aid Front Desk Student Assistant]. <b>If using CHRS Recruiting, this field must match the Working Title within the requisition.</b>
<b>CHRS Requisition number</b>	(Example: 53002)
<b>Classification</b>	Indicate whether this is a Student Assistant, Instructional Student Assistant, or Graduate Assistant position.
<b>Salary</b>	Please indicate the salary range for the classification of the position. (Example: \$16-\$24 per hour)
<b>CSUF Department</b>	Department name and sub-program name if applicable .
<b>Office Location (the school, public agency, nonprofit organization, etc.)</b>	Detail of the employment location. Building and Room number (I.E., UH 146).



# 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

Approval process:\* FL - Student Assistant (2 Approvers)

1. Approver 1:	Dave Mickey ✓ Approved Apr 22, 2024
2. Approver 2:	Daisy Del Cid Sanchez ⓘ You are here <a href="#">Resend email to approver</a>
3. HRDI Student Employment:	Sabrina Castanon

[Cancel](#)

### (538276) University Learning Center - Instructional Student Assistant Pool

[View applications](#)

[Position info](#) [Notes](#) [Documents](#) [Reports \(Legacy\)](#) [Reports](#)

Document	Date	Size	Category	
ULC ISA FWS	Apr 10, 2024	33Kb	Position description	<a href="#">View</a> <a href="#">Delete</a>

# 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 the MPP Approval Form. Please complete HRDI's instructions on the reappointment process.

### MPP Approval for SA

CSUF  
UNIVERSITY OF  
Human Resources,  
Diversity and Inclusion

#### MPP Approval for Student Assistant Appointment Form

\*\*\*Revised & implemented for use as of August 2024\*\*\*

YOU WILL NEED THE FOLLOWING INFORMATION TO COMPLETE THIS FORM:

1. CWID
2. Enrollment & academic standing
3. Work history - confirm if the student has worked in a stateside position within the last 12 months (contact Student Employment, if needed)
4. Financial Aid status and approval (if the student qualifies for Federal Work Study - contact Financial Aid)
5. Appropriate job code/job classification
6. Appropriate Position Number (work with your department budget analyst - be sure the position number corresponds with the appropriate job code/job classification)

THIS FORM IS USED TO APPOINT OR GIVE PAY RAISES TO STUDENT ASSISTANTS WHO MEET THE FOLLOWING CRITERIA:

1. Currently employed student assistants who are being reappointed without a break in service.
2. Currently employed student assistants getting a second student assistant job (concurrent appointment).
3. To rehire former student assistant employees who have held a student assistant position in the past 12 months.
4. Currently employed student assistants who are receiving a pay increase.

HOW TO SUBMIT THIS FORM & WHAT HAPPENS NEXT:

1. Complete the required fields marked with an asterisk (\*) and click the Submit button.
2. After submitting this form, an automated approval request will be sent to the student's MPP Supervisor.
3. When the supervisor approves or denies this form, both the submitter & supervisor will receive an email notification. Please retain this email.

#### Student Information

CWID \*

Campus-wide ID

Student's Position Number \*

Position Number Example (8-digits): 10009891

If needed, contact your department budget analyst for the appropriate position number. Work with your budget analyst to ensure the position number corresponds to the correct department and job code.

#### Transaction Type & Pay Rate

What are you trying to do? \*

Please specify the type of transaction you need to take with this student:

- **Pay Increase (PAY/SPC)** - Increase hourly pay rate
- **Concurrent Job (HIR/CON)** - applicable when an active student employee is appointed in two different departments OR two different job codes within the same department. Use when student has two jobs on campus.
- **Rehire (REH/REH)** - applicable when there is a break in service (termination).
- **Reappointment (DTA/APT)** - continuing employment from previous appointment duration period (without a break in service).

Hourly Rate \*

Hourly rate must be between \$16.00 and \$24.00.

Please note the CA minimum wage in 2023 is \$16.00 per hour.

Please Provide Us With Your Contact Information

This will be used to send you email notifications as the request goes through the approval process.

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

# FWS HIRING PROCESS

## Reappointments

### 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

### TAE

**FULLERTON STATE UNIVERSITY**  
FULLERTON

**FEDERAL WORK STUDY - ON-CAMPUS REAPPOINTMENT AUTHORIZATION - FINANCIAL AID STUDENT EMPLOYEE**  
Award Available (of OWS Award)

HIRING PERIOD: July 1, 2022 to June 30, 2023  
STUDENT OWNS: \_\_\_\_\_ Student's FWS Award Amount for 2022/2023: \_\_\_\_\_  
JOB TITLE: \_\_\_\_\_

EMPLOYER APPROVAL / AUTHORIZATION TO HIRE

DEPARTMENT NAME: \_\_\_\_\_ START DATE: \_\_\_\_\_  
Classification/Student Position Title: \_\_\_\_\_  
Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Email: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Reports to Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Salary: \$ \_\_\_\_\_ per Hour or  per Month (check one box)

EMPLOYER CERTIFICATION (Print each item below and sign and date form below)

Employer is responsible for monitoring this student's FWS earnings so that earnings do not exceed their allocation as indicated above (or if revised, per future notification).

Employer certifies that funding for this position is paid with general funds, prior to being reimbursed from Federal Work Study (this is a requirement to participate in the FWS program).

Employer will provide an updated copy of the federal work study job description to Financial Aid (updated annually).

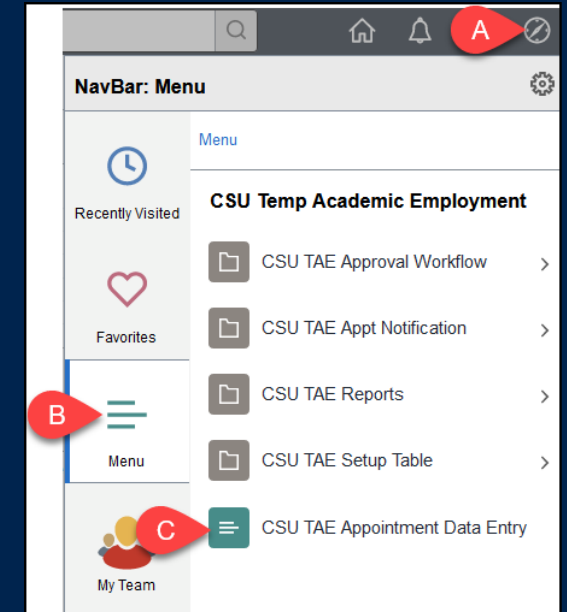
Employer will provide a copy of the appointment contract along with this authorization form to Financial Aid.

Employee agrees to wait for "authorization" from Financial Aid prior to allowing a student to begin employment.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Office of Financial Aid use only

Authorized by: \_\_\_\_\_ Date: \_\_\_\_\_  
Name and Title: \_\_\_\_\_  
Title: \_\_\_\_\_  
CSUF FWS 22/23 | Aid Employment Authorization



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 13<sup>th</sup> 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

# FWS HIRING PROCESS

## Reappointment Example

**FULLERTON**  
 FEDERAL WORK STUDY - ON-CAMPUS EMPLOYMENT AUTHORIZATION - ACADEMIC STUDENT EMPLOYEE  
 (Must include Office of Financial Aid)

HIRING PERIOD: 08/11/2023 to 12/31/2023  
 STUDENT OWID: \_\_\_\_\_ Student's FWS Award Amount for 2023/2024: \_\_\_\_\_  
 LAST NAME: \_\_\_\_\_

EMPLOYER APPROVAL / AUTHORIZATION TO HIRE

EMPLOYER CONTACT INFORMATION (Please print last name and job title and date from today)

EMPLOYER RESPONSIBILITIES (Please check one box)

Employee is responsible for monitoring the student's FWS earnings so that earnings do not exceed their allocation as indicated above per Federal and State notification.

Employee certifies that funding for this position is paid with general funds, prior to being reimbursed from Federal Work-Study (this is a requirement to participate in the FWS program).

Employee will provide an updated copy of the Federal work-study job description to Financial Aid updated annually.

Employee will provide a copy of the appointment contract along with this authorization form to Financial Aid.

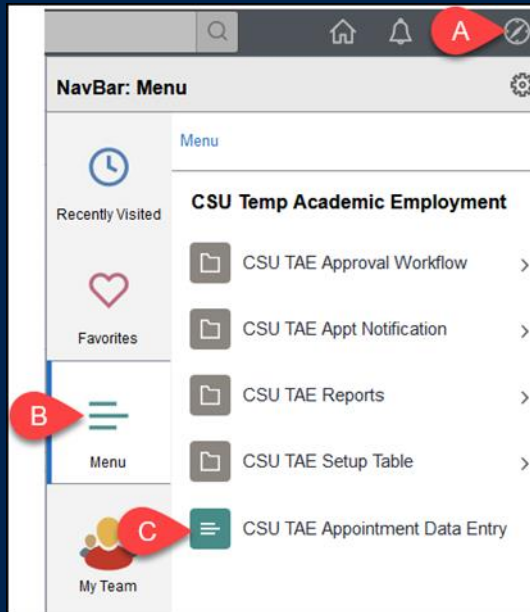
Employee agrees to wait for "authorization" from Financial Aid prior to allowing a student to begin employment.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

NOTE: Email this form along with any other required documentation to Chrs-Recruiting@fullerton.edu and the Office of Financial Aid. For more information, please contact the Office of Financial Aid at (714) 773-3333 or visit our website at fullerton.edu/financialaid.

Office of Financial Aid and Study

Authorized by: \_\_\_\_\_ Date: \_\_\_\_\_  
 Position: \_\_\_\_\_  
 CSUF FWS 12/23 | A&S Employment Authorization



Term	Fall 2023	Spring 2024
<b>Situation</b>	Suzy Titan was hired as an ISA (1150) within a college for the Fall term.	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).
<b>Hiring System</b>	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	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.
<b>Financial Aid Involvement</b>	None, as this is not a FWS position	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.

# FWS HIRING Process

## 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



# TRACKING FWS AWARDS

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)



# TRACKING FWS AWARDS

## 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

Summer 2023 (July 1 - August 30) - Up to 20%				Fall 2023 (August 17 - December 22) - Up to 50%				Spring 2024 (January 2 - May 31) - Up to 50%			
Summer Pay Rate	Number of Weeks	Hrs. Per Week	Balance After Summer	Fall Pay Rate	Number of Weeks	Estimated Hrs. Per Week	Balance After Fall	Spring Pay Rate	Number of Weeks	Estimated Hrs. Per Week	Balance After Spring
15.50	9.00	7.17	\$4,000.00	15.50	16.00	8.06	\$2,000.00	15.50	22.00	5.87	\$0.00
***Enter pay rate above				***Enter pay rate above				***Enter pay rate above			
***Enter # of weeks working above based on				***Enter # of weeks working above based on				***Enter # of weeks working above based on			
Start Date	# of Weeks			Start Date	# of Weeks			Start Date	# of Weeks		
7/1/2022	9.00			8/17/2022	16.50			1/2/2023	22.00		
7/10/2022	8.00			8/21/2022	16.00			1/8/2023	21.00		
7/17/2022	7.00			8/28/2022	17.00			1/15/2023	20.00		
7/24/2022	6.00			9/4/2022	16.00			1/22/2023	19.00		
7/31/2022	5.00			9/11/2022	15.00			1/29/2023	18.00		
8/7/2022	4.00			9/18/2022	14.00			2/5/2023	17.00		
8/14/2022	3.00			9/25/2022	13.00			2/12/2023	16.00		
8/21/2022	2.00			10/2/2022	12.00			2/19/2023	15.00		
8/28/2022	1.00			10/9/2022	11.00			2/26/2023	14.00		
				10/16/2022	10.00			3/4/2023	13.00		
				10/23/2022	9.00			3/11/2023	12.00		
				10/30/2022	8.00			3/18/2023	11.00		
				11/6/2022	7.00			3/25/2023	10.00		
				11/13/2022	6.00			4/1/2023	9.00		
				11/20/2022	5.00			4/8/2023	8.00		
				11/27/2022	4.00			4/15/2023	7.00		
				12/4/2022	3.00			4/22/2023	6.00		
				12/11/2022	2.00			4/29/2023	5.00		
				12/18/2022	1.00			5/6/2023	4.00		
								5/13/2023	3.00		
								5/20/2023	2.00		
								5/27/2023	1.00		



# TRACKING FWS AWARDS

## 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

FWS Award Amount		July	August	September	October	November	December	Summer/ FALL EARNINGS	Fall Balance	January	February	March	April	May	SPRING EARNING \$	TOTAL EARNING \$	Year End Balance
Student 1	\$ 5,000.00	\$ 300.00	\$ 500.00	\$ 550.00	\$ 245.00	\$ 450.00	\$ 455.00	\$ 2,500.00	\$0.00						\$ -	\$ 2,500.00	\$ 2,500.00
Student 2	\$ 5,000.00	\$ -	\$ 345.00	\$ 500.00	\$ 500.00	\$ 405.00	\$ 750.00	\$ 2,500.00	\$0.00						\$ -	\$ -	\$ -
<b>Totals</b>		\$ 300.00	\$ 845.00	\$ 1,050.00	\$ 745.00	\$ 855.00	\$ 1,205.00	\$ 5,000.00		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000.00	\$ -

Add footer

Report provided in March for FWS earned through January 2023

ID	Last	First Name	DeptID	Department	Offered	Total Paid through January 2023 Pay Period	Remaining
88555555	Titan	Tuffy	10118	Financial Aid	5000.00	4454.00	546.00
88666666	Titan	Terry	10118	Financial Aid	5000.00	3844.00	1156.00
88777777	Titan	Tiffany	10118	Financial Aid	5000.00	3711.50	1288.50
88878888	Titan	Tina	10118	Financial Aid	5000.00	3771.75	1228.25

# 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:


Position	Hours	Total Paid (Hrs x Payrate)
FWS – Position	9.8 hrs	151.90 (.31 FWS Remaining)
Non-FWS Position	30.2	468.10
Total	40	620

# TRACKING FWS AWARDS

## 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>

		 <b>2023 Attendance and Pay Schedule</b>									
PAY	INCLUSIVE DATES	NUMBER OF WORK DAYS (incl. holiday)	MASTER PAYROLL (a) FOR WORK IN CURRENT PAY PERIOD		MID-MONTH PAYROLL (b) FOR WORK IN PREVIOUS PAY PERIOD						
			END-OF-MONTH PAYDAY	DIRECT DEPOSIT POSTING (c)	MIS. PAY REQUEST DUE DATE (SHIFT, OT, ETC)	STUDENT ENTRY DEADLINE	MANAGER APPROVAL DEADLINE FOR STUDENTS	MANAGER APPROVAL DEADLINE FOR INTERMITTENTS, RA	MID-MONTH PAYDAY	MAXIMUM SA/WS HOURS TO BE REPORTED (d)	
January	1/1 - 1/31	22	31-Jan	1-Feb	1-Feb	5-Feb	7-Feb	5-Feb	15-Feb	116	
February	2/1 - 3/1	21	1-Mar	2-Mar	2-Mar	6-Mar	8-Mar	6-Mar	15-Mar	80	
March	3/2 - 3/31	22	31-Mar	3-Apr	3-Apr	5-Apr	7-Apr	5-Apr	14-Apr	100	
April	4/1 - 5/1	21	1-May	2-May	2-May	6-May	8-May	6-May	15-May	84	
May	5/2 - 5/31	22	31-May	1-Jun	1-Jun	5-Jun	7-Jun	5-Jun	15-Jun	132	
June	6/1 - 6/30	22	30-Jun	3-Jul	3-Jul	5-Jul	7-Jul	5-Jul	14-Jul	176	
July	7/1 - 8/1	22	1-Aug	2-Aug	2-Aug	6-Aug	8-Aug	6-Aug	15-Aug	168	
August	8/2 - 8/31	22	31-Aug	1-Sep	1-Sep	5-Sep	7-Sep	5-Sep	15-Sep	132	
September	9/1 - 9/30	21	30-Sep	2-Oct	2-Oct	5-Oct	7-Oct	5-Oct	16-Oct	80	
October	10/1 - 10/31	22	31-Oct	1-Nov	1-Nov	5-Nov	7-Nov	5-Nov	15-Nov	88	
November	11/1 - 11/30	22	30-Nov	1-Dec	1-Dec	5-Dec	7-Dec	5-Dec	15-Dec	76	
December	12/1 - 12/31	21	31-Dec	2-Jan	2-Jan	5-Jan	7-Jan	5-Jan	13-Jan	120	

(a) Regular faculty, staff, and administrators  
 (b) Student Assistants, Work Study students, substitute faculty, hourly intermittent employees, overtime and shift differential for eligible employees, and other miscellaneous pay.  
 (c) Direct Deposits are posted on the first banking business day after pay day. For some months this may mean that direct deposits are posted as much as three or even four days after payday, if payday happens to be on a Friday or the day before a holiday weekend.  
 (d) CSU student employees are permitted to work no more than 20 hours per week when classes are in session and 40 hours per week during scheduled breaks (fall break, intersession, and spring break). The monthly maximum hours in this column may be exceeded only if a student works no more than 20 hours per week but exceeds the maximum due to irregular weekly work schedule. Docks occurring before the 17th of the month must be received in Payroll by that date. For docks occurring on or after the 17th, the form must be submitted to Payroll immediately.

# TRACKING FWS AWARDS

## 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

CALIFORNIA STATE UNIVERSITY  
FULLERTON

**Payroll Expenditure Transfer Form**  
Budget Operations

Please complete the information below to transfer payroll charges for the employee(s) specified and submit to Budget Operations.

FISCAL YR:

Validation Completed? Version 2.0 Revised 01/2018

Employee Name	Empl ID	Empl Record Number	Change Period (Month to)	HR Dept ID	Total Amount Charge d	% to Transfer	Transfer Amount	Transfer From Combo Code (Credit)				Transfer To Combo Code (Debit)				Permanent Feeding Change (Y/N)	Comments	Pay Type Period		
								Dept	Fund	Class	Project	Program	Account	Dept	Fund				Class	Project

Submitted By: \_\_\_\_\_ Date: \_\_\_\_\_ From Dept Approval: \_\_\_\_\_ Approver Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Payroll Expense Transfer Form**

FWS Website: [https://www.fullerton.edu/financialaid/general/fws\\_employers.php](https://www.fullerton.edu/financialaid/general/fws_employers.php)

## Questions & Answers?

