FEDERAL WORK-STUDY (FWS) WORKSHOP
FINANCIAL AID OFFICE

- Location
  - Administration Building, Room 212

- Hours
  - Phones (805) 756-2927: Monday - Thursday
    9am - noon, 1pm - 3pm
  - Window: Monday - Friday 8am – 5pm
  - Counselors: Monday - Friday 8am – 5pm

Contact us online
- Website: http://financialaid.calpoly.edu/
- Email: financialaid@calpoly.edu
WHAT IS WORK-STUDY?

- Federal Work-Study provides part-time jobs for undergraduate and graduate students with financial need, allowing you to earn money to help pay education expenses. The program encourages community service work and work related to the student’s course of study.

- Work-Study is need-based. It is the part of your financial aid award that provides an opportunity to earn money with part-time employment, either on-campus or off-campus, to help pay for your living costs at college.
It’s not a grant. The FWS award listed as part of your aid package is not given to you along with your other financial aid disbursements. The Work-Study amount offered is what you can earn through a job, receiving a paycheck once a month for the hours you work. The amount you receive depends on how much you make and how much you work.
FWS DEFINED

- Need based Financial Aid / Employment program
- Through FWS, the federal government pays a large share of your wage, making it easier for an employer to hire a student or a student to find the right job
- Provides part-time job opportunities
- Encourages work involving community service and valuable work experience related to course of study
- Allows students to earn money to help pay educational expenses
FWS BENEFITS
WHY CHOOSE WORK-STUDY?

- **Income**: Earn extra pocket money
- **Opportunity**: Practically guaranteed a job!
- **Student-Friendly Schedule**: You’re a student first!
- **Future Financial Aid Eligibility**: not a resource for future aid consideration, but income earned IS taxable
- **Work Experience**: Great resume builder. Also could lead to permanent employment.
- **Academic Success**: Research shows that FWS students connect with the campus community, learn about resources available and establish stronger relationships with faculty and staff
WORK-STUDY REQUIREMENTS

- During awarded terms, work no more than 20hrs/wk when school is in session (40hrs/wk during breaks)

- Must be enrolled in at least half-time
  - Undergraduate: 6 units; Graduate: 4 units
HOW TO FIND A JOB

- FWS online job postings at MustangJOBS via the my.calpoly portal (under Quick Links)
- Follow instructions under “How to Apply”
- Take a print out of financial aid award to interview
- Variety of jobs - $11.00 to $18.63 per hour
OFF CAMPUS PARTNERS

- City of SLO
- County of SLO
- San Luis Coastal Unified School District
- Housing Authority
- County Office of Education
- Paso Robles Joint Unified School District
- Cuesta College
- City of Grover Beach
- Integrated Waste Management Authority – SLO County
Career Counseling
- Freshman Focus Team
- College Specialist Team – Career counseling for all class levels within each college

Career Exploration
- Create a Resume/Develop Interview Skills
- Find an internship or full-time job
- Develop graduate school plans
From your home screen, click on MustangJOBS
From the home screen of MustangJOBS, click on Jobs.
-You can filter on Work Study jobs by clicking on Filters and Work study.
You can also filter by On-Campus jobs
By clicking on any job, you should see the job description, rate of pay and where to apply.
GETTING SIGNED UP WITH PAYROLL

- State Payroll Office
  - Administration Building, Room 107b

- Remember to bring your original social security card to complete the I-9
With you through life’s journey...

We have exciting news about a new online service that is available in your state! If you need a replacement Social Security card, you may be able to request it using your personal my Social Security account.

Avoid a trip to the office and waiting in line and share this news with your friends and family. Encourage them to find out whether they can take advantage of this service by visiting www.socialsecurity.gov/ssnumber. We continue to add new states.

Remember to use your account to check your Social Security Statement each year to verify your annual earnings and get an estimate of your future benefits. If you currently receive benefits, you can use your account to get a benefit verification letter, check your benefit and payment information, change your address and telephone number, start or change your direct deposit, or get a replacement SSA-1099 or SSA-1042S for your taxes.

We hope you take advantage of the many services available through your convenient, secure, and free my Social Security account at: www.socialsecurity.gov/myaccount.
Sign up for direct deposit through Docusign. Learn more at State Payroll or call 756-2605.

It will take 30-60 days for your direct deposit to be recorded and active. Student employees on direct deposit may be paid up to three days earlier than those who receive checks.
Position: 00001456 - WRIKSTD-ON - GF-Admissions & Recruitment  
Period: 2019-01 (01/01-01/31)  
Name: Mystery Student  
Dept: Adm, Rec, Fin Aid  
Supervisor: Smith, Patricia  
SSN: 999999999  
Hourly Rate: $13.00

RETURN TO POSITIONS  LOGOUT

Click a day to enter time.

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Total Hours: 54.3  
Amount Due: $705.90 (This amount does not reflect taxes)

The last day to enter time for this pay-period is Monday 02/02/2019.

Please check with your supervisor on how to complete the approval process. The approval process varies from department to department. Hours that are not approved will not be paid.

You may print this timesheet.

I certify that I have worked the hours recorded on this timesheet.

________________________  ______________________
Employee Signature        Date

I hereby certify that the above hours were authorized by me and were worked by this student in a satisfactory manner.

________________________  ______________________
Supervisor Signature       Date
**Student Time Entry**

**Period:** 2019-01 (01/01-01/31)

**Dept:** Admissions, Recruit & Fin Aid

**Name:** Mystery, Student

**Supervisor:** Smith, Patricia

**SSN:** 999999999

**Hourly Rate:** $13.00

**Note:**
As of the November (11/01-11/30) pay period the remaining Work-Study balance is $1,305.75. Any subsequent earnings have not yet been deducted.

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<th>Time must be entered in international standard (“24 hour”) notation.</th>
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**Note:** You may type "HH" in place of "HH:00"
Ex: 10 instead of 10:00
Record hours accurately

Use chart to enter time

Be sure to enter all hours before timesheet deadline

No late work-study pay will be authorized! You will be paid as a regular student assistant for late pay, and your employer will be responsible for 100% of your wages (for late pay)

Print and sign completed timesheet for your records
EARNING YOUR FWS AWARD

- Once you find a job, you'll receive a paycheck for the hours you work. If you don't work enough hours, you may not earn all of the funds you have been awarded.

- The money you earn through the Federal Work-Study program is paid directly to you in a monthly paycheck. It is up to you to use this money wisely.
PAYROLL INFORMATION

- Paycheck available on or about the 15th of each month through direct deposit or the Student Accounts Office: Administration Bldg, Room 211

- First payday is October 15

- Leave a self addressed, stamped envelope with the Student Accounts Office to forward June paycheck on July 15, 2019
Earnings per quarter may vary, but *yearly* earnings may not exceed maximum allowance ($2400)

**DO NOT EXCEED**

- Notify employer if close to total award
- Notify employer if you have more than one work-study job
SUMMARY OF WORK-STUDY PROCESS

- Accept your work-study award and complete/submit all items on your To Do List (for Financial Aid)
- Search for a position on MustangJOBS (via the portal)
- Apply/arrange for an interview
- Once hired, get signed up with payroll (1-107b)
- Enter time into the Student Pay System (via the portal)
- Earn a monthly paycheck
- Monitor your earnings!
- Reapply for Financial Aid (and work-study) by March 2nd each year at www.fafsa.gov
COMMUNICATE WITH EMPLOYER

- **Work Hours**
  - Your availability may change due to projects or exams during the quarter

- **Professional Attitude**
  - YOU represent Cal Poly.

- **Appropriate Dress Attire**
  - Assume that you should dress professionally, then determine if a more casual look is appropriate once you have been working.
The CFO Program at Cal Poly is available to help anyone interested in food assistance. For questions and help, stop by for drop-in hours Monday, 10am – 4pm, or Friday, 2pm – 4pm. Located in Building 27 (Campus Health and Wellbeing), Room 173B.

Cal Poly Food Pantry is open Monday - Friday 8am – 4:30pm, Wednesday 9am – 4:30pm. The Pantry is located in the lower level of the Health Center at the PULSE office.
WORK-STUDY RESPONSIBILITIES

- Do not exceed total award (typically, $2400)
- Notify your employer if FWS is revised
- Notify Financial Aid by Thanksgiving break if postponing award to winter and/or spring
- No FWS during summer
- Last day to work via FWS: June 15, 2019
8 THINGS YOU SHOULD KNOW ABOUT FEDERAL WORK-STUDY
1. Being awarded FWS does not guarantee you a job.
2. Not all FWS jobs are on campus.
3. FWS are not applied directly to your tuition.
4. FWS jobs may be limited.
5. FWS is not guaranteed from year to year.
6. Pay may vary.
7. FWS earnings are removed from your FAFSA calculation for the next year.
8. Hours worked may vary.
ANY QUESTIONS?

Please SIGN OUT!