

SRJC Federal Work Study Guidance for Departments Hiring Student Employees

Financial Aid

- Student Financial Services verifies the federal work study (FWS) eligibility for each student who completes a FAFSA each semester. SFS also verifies the student's continuing eligibility and available award amount each month.
- Students who are eligible for FWS may be eligible for up to \$5,000 per year (\$2,500 Fall / \$2,500 Spring). Students can view their eligibility in their financial aid portal.

Career Hub

- Students who are interested in student employment are encouraged to complete the [SRJC On Campus Student Employment Eligibility Application](#) which will check student's units and FWS status to ensure they meet the minimum requirements to work on campus.
- Students may search for jobs and interviews on [Handshake](#). Students eligible for FWS will see all the positions available, and students who are not eligible for FWS will only see the non-FWS positions.

Hiring Department

- Departments that request student employees can either ask specifically for a FWS student or for a student employee (not specific to FWS). Note - departments that ask for a student employee (not specifically FWS) may still receive students who are eligible for FWS.
- When interviewing potential student employees, departments should ask that students bring a printout of their financial aid awards from their financial aid portal to their interview. This will help the departments know if a student is eligible for FWS.
- If a department wishes to employ a student who is eligible for FWS, they should contact the component Vice President, who will review the request, and if approved will request the FWS budget string set-up (2360) from Accounting. The component Vice President will let Accounting know the amount to be transferred to the department's 2360 string.
 - Hiring a student eligible for FWS does not automatically guarantee FWS funds will be added to the department budget.
 - Departments who do not have an FWS allocation and who wish to employ an FWS-eligible student should reach out to their component Vice President to request an FWS allocation before proceeding with the hiring process.
- If a department employs a student that they believe is not FWS-eligible but later learns otherwise, payroll reports will reflect charges to object code 2360. If no prior FWS

allocation was secured, the account may show a negative balance until a budget transfer is requested from the Vice President. The Vice President will request a transfer from Accounting for the amount that the student is eligible for.

- Departments may carry a negative balance in object 2360, provided there are sufficient funds in object code 2361 to cover it.
- Once the student's FWS award has been exhausted, the department will be responsible for funding any remaining approved student employment hours. Additionally, when the Department or Vice President's FWS budget has been exhausted, there is no guarantee that additional funds will be provided.