Student Financial Services
WASHINGTON STATE UNIVERSITY

Work Study Steps and Helpful Information

In this document you will learn about how the Work-Study program works at Washington State University and what the process for awarding student this upcoming fall semester. Students have recently received an email notice letting them know they are Work-Study eligible. Students also have a financial aid checklist placed on their zzusis student account with more information about the Work-Study program.

Employers are to Complete These Steps to Appoint Work-Study to Students

Step 1: Future Work-Study Employees: Students will start applying for jobs through CougLink, as soon as they receive the communication from our office. Once you have found a student you would like to offer a Work-Study position to please log in to the Student Financial Services Work-Study Authorization Site.

Step 2: Work-Study Authorization Site: Once you have logged into the Work-Study Authorization Site, you will type in the students ID. If you are unable to find the student in the Work-Study Authorization Site then they are not Work-Study eligible. More information about this site will be coming to you soon.

Step 3: Work-Study Authorization Form (WSAF): This is a new aspect about the Work-Study process; employers now need to fill out the WSAF electronically. The WSAF will be available for employers to complete beginning June 15th .

Step 4: Awarding: Once we receive the completed WSAF, our office will process this form. This can take up to 3-5 business days to process. Both the employer and student will receive a communication letting them know the award has been posted. Once you receive this communication you will want to enter the student into TEMPS and provide the work-study terms and conditions to the student.

Students will follow the steps bellow to be eligible for a Work-Study award:

Step 1: Find a Work-Study eligible job: Once the student has received the Work-Study checklist on their student account and an email from our office he or she will want to start the job search. Since this process is first come, first served, students should begin the job search as soon as possible. For Pullman, Spokane, and Vancouver students CougLink, WSU's job search engine for students, is the best place for students to find jobs and employers will post openings here. The students can also find more information on the Academic Success and Career Center student employment website. If the student is attending WSU Tri-Cities they will want to look for more information and employment at the Career Development Center in W140.They must have a job to proceed with the Work-Study process. Once the student has found a job the employer will fill out the Work-Study Authorization Form (WSAF).

Step 2: Awarding: Once the WSAF has been processed, both the student and the employer will be notified the award has been posted. It will take our office 3-5 business days to process the Work-Study award. The student will not want to start working until notification has been received from our office.

Key Processing Reminders about Work-Study:

- Work-Study awards likely will range from $1,000-4,000 for a two-semester academic year. The maximum award will be $2,000/semester.
- Appointments in TEMPS must be completed by October 1st .
- If a student receives Work-Study, the student's financial aid award could change. Work-Study is a need-based financial aid award and the employer subsidizes part of the student's wages. Receiving Work-Study could change a student's financial aid award if he or she is eligible for Work-Study but does not have any need. In this case, a communication would be sent to the student and other aid would need to be reduced to create room for the Work-Study award in the student's financial aid package, if this is what the student requested. Reducing other aid can create a bill on the student's account.
- We don't recommend students start working until they have received an email confirmation from our office notifying them they have been awarded Work-Study. If a student starts working early, then you as the employer may end up paying 100% of the student's wages.
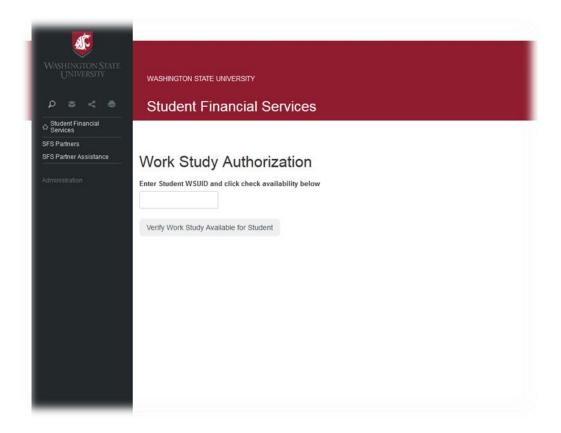- If you have questions about the process, then please contact your local campus office.

Work-Study Authorization Form Overview

- When Employers sign into the SFS Partner Portal, sfspartners.wsu.edu, they will see the following screen, and need to click on the Work-Study button

Student Financial Services
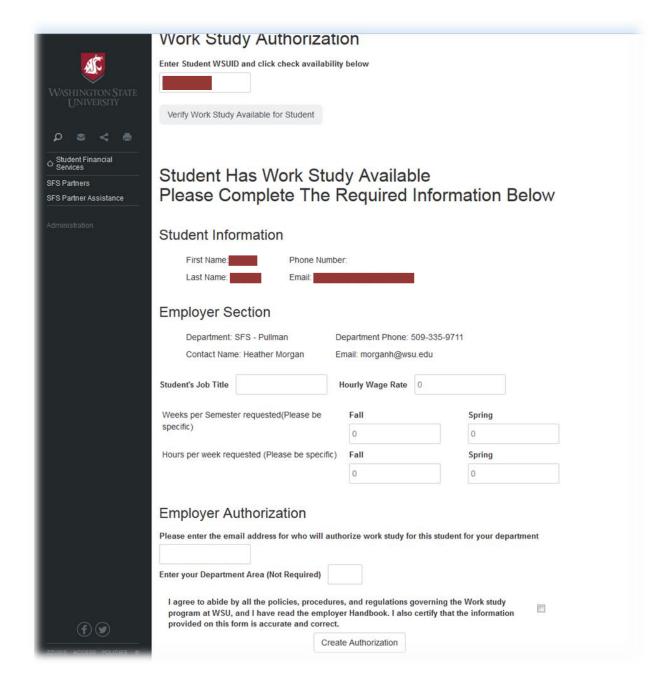WASHINGTON STATE UNIVERSITY

- On this page, they will enter the student's ID that they are intending to hire:

- If the student isn't work-study eligible, this message will appear recommending that the student contact our office to find out why they're not work-study eligible.

Student not found. Please request that student email Student Financial Services at sfs.workstudy@wsu.edu.

- If the student is work-study eligible, the employer will see the following screen, pre-filled with their information and the student's information. They need to fill in the blanks, and check the box at the bottom, and click Create Authorization. They will receive a confirmation message that the form has been submitted, and both the person filling out the form and the authorizing signature will receive email confirmations.

Work Study Authorization

Enter Student WSUID and click check availability below

Verify Work Study Available for Student

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Student Financial Services

SFS Partners

SFS Partner Assistance

Administration

Student Has Work Study Available
Please Complete The Required Information Below

Student Information

First Name:

Last Name:

Phone Number:

Email:

Employer Section

Department: SFS - Pullman

Contact Name: Heather Morgan

Department Phone: 509-335-9711

Email: morganh@wsu.edu

Student's Job Title [ ]

Hourly Wage Rate [0]

Weeks per Semester requested(Please be specific)

Fall	Spring
0	0

Hours per week requested (Please be specific)

Fall	Spring
0	0

Employer Authorization

Please enter the email address for who will authorize work study for this student for your department

[ ]

Enter your Department Area (Not Required) [ ]

I agree to abide by all the policies, procedures, and regulations governing the Work study program at WSU, and I have read the employer Handbook. I also certify that the information provided on this form is accurate and correct. [ ]

Create Authorization

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Troubleshooting:

- The Employer Handbook can be found on the ASCC website (because they manage Student Employment), under Faculty and Staff> Student Employment>Supervisor Handbook.

- The hourly wage x total number of weeks x total hours x 2 semesters cannot exceed $4000 (the maximum work-study amount). If it does, the following message will appear: *"You have exceeded the $4000 maximum award amount for Work Study, please adjust the hours, weeks or wage below to keep the total award within this limit"*

- There is contact information for processing, access and technical assistance list on the SFS Partner Portal homepage, under "Please Click Here if you need assistance"

Student Financial Services looks forward to helping you when needed. Please don't hesitate to contact our office if you have questions and/or need guidance. If you would like to find general information about the Work-Study program please click here. For Frequently Asked Questions click here.

Pullman Contact—Student Financial Services: email: sfs.workstudy@wsu.edu; phone: 509-335-9711; Lighty Student Services Room 380

Tri-Cities Contact—Student Financial Services: email: finaid@tricity.wsu.edu; phone: 509-372-7228; Student Financial Services West 269

Vancouver Contact—Cougar Center: email: finaid@vancouver.wsu.edu; phone: 360-546-9559; Student Services Building (VSSC)

Spokane Contact—Liz West: email: liz.west@wsu.edu; phone: 509-358-7534; Academic Center 130A