

Student Employment: Tools for Success

Office of Financial Aid

Objectives

- Overview of the Work-Study Program
- Benefits for Students
- Application Process for Students
- Best Practices and Resources

Student Employment Options

- The Federal Work-Study (FWS) Program provides part-time jobs for undergraduate and graduate students with financial need.
- The Campus Work-Study Program provides part-time jobs for undergraduate and graduate students who don't meet the criteria for FWS.

Who is eligible to participate?

- Must complete FAFSA application
- Enrolled in a degree or certificate program.
- Must have a 2.0 GPA or higher
- 67%-unit completion rate
- Must be enrolled in at least half-time
- Must have a Student Aid Index (SAI) lower than the cost of attendance
- Must not receive aid that exceeds the cost of attendance. (Example: Federal Student loans, Private Student loans, Scholarships, etc.)

Campus Work-Study

Campus Work-Study is a program offered by the University for our International, DACA, and any student who is ineligible for Federal Financial Aid. Campus Work-Study students must meet similar criteria to FWS students. **Note: Available positions are limited.**

- Must have a 2.0 GPA or higher
- 67%-unit completion rate
- Must be enrolled at least half-time
- Must have a valid SSN

Benefits for Student

- **Financial Assistance:** Helps cover education-related expenses.
- **Work Experience:** Provides valuable work experience related to their course study.
- **Flexible hours:** Accommodation around a student's school schedule.
- **Minimizes Student Loan Borrowing:** Allows students to utilize funding to help pay for schooling, thus minimizing loan borrowing and interest accumulation.

Student Employment Policies

- Students can only work 20 hours per week
- No overtime, No Comp-time
- Must report hours accurately
- Must keep track of designated work study allocation
- Students **cannot** work during their scheduled class hours
- Post Secondary Students (PSEOP) and Minors are not eligible for FWS
 - More information can be found on our website

Student Employment Hiring Process

- **Step 1: Search for Available Positions**

Available work-study positions are listed on the SCU website

- **Step 2: Submit Your Application**

Prepare a resume and cover letter, then submit your application materials to the hiring supervisor listed in the job posting.

- **Step 3: Prepare for Your Interview**

Be prepared to discuss your relevant skills and experience. Professionalism, punctuality, and communication are important throughout the interview process.

- **Step 4: Complete Federal Work Study Paperwork**

Once selected for a position, your hiring supervisor will confirm your eligibility with the Financial Aid Office. Eligible students will receive an email with instructions to complete the required Federal Work-Study hiring documents



Payroll Policies

- Students are paid biweekly on Fridays according to the Student Payroll Calendar. Please refer to the payroll calendar for applicable pay dates.
- Timesheets must be submitted by the payroll deadline. Any timesheets submitted after the deadline will be processed in the next payroll cycle.
- Students have up to 14 days to enter their time. To avoid delays, do not wait until the final day to complete your timesheet.
- Payroll and Timesheets Information
 - **Wage Rates:**
 - ✓ Must be at least the federal minimum wage.
 - ✓ May vary based on the type of work and the student's experience.
 - **Timekeeping:**
 - ✓ Accurate and timely submission of timesheets.
 - ✓ Use the school's designated system for logging hours.
 - **Payment:**
 - ✓ Regular paychecks according to the school's payroll schedule.
 - ✓ Funds can be used for educational expenses or other needs.

Connect with SCU – We're Here to Help

Available via Phone or Virtual Appointments
Monday – Thursday 8:00am – 6:00pm
and Friday 8:00am – 5:00pm

562-947-8755 Option #2 then #1
Financialaid@scuhs.edu