

## *Q & A – Federal Work Study – 2012/2013*

\* **The “P” code is not valid.** It was only active for prior AY, March 2012 - June 2012.

All distributions need to be updated to reflect the approved job description code released from Career Center.

Q - What period of time can Federal Work Study funds can be used?

A - First day of Fall quarter through the last day of Spring quarter.

----- September 24, 2012 through June 14, 2013 -----

Q - What FWS code do I use to input into the WSP field on the EAPP screen?

A - **The APPROVED Job Description will indicate the letter code in the title** to input to the WSP field on the EAPP screen. (Example 18983 - **F** )

Q - If a student exceeds the FWS Allocation amount what happens?

A – The monies will apply to the department FAU @ 100%.

Q - If a student does not use all of their FWS monies for the current AY what happens to the remaining money?

A - They loose the remaining amount. They can speak to their Financial Aid counselor regarding a possible adjustment to their award.

Q - Can a student work more than one position at a time under the FWS Program?

A - Yes, not recommended. The student cannot exceed 19 **total** hours a week combined. Both departments need to communicate regarding total allocation split, distribution %, etc. (combined distributions cannot exceed 49% total)

Q - What title codes do On Campus FWS students fall under?

A - 4921 (Assistant II), 4922 (Assistant I) and 4413 (Community Service Mentor)

Q - Who posts the job descriptions?

A - The employer must post the job descriptions **every year** to SCOT JOBS.

Q - Does a student need to complete the FWS process of pulling a placement form and job description **every year**?

A - Yes

Q- Where does the student go to get their Placement Form & Job Description?

A - SCOT JOBS - ([careers.ucr.edu](http://careers.ucr.edu))

Q- What do I do with the **Job Description & Placement Form** after I hire the student?

A – Copy for your file and send **originals** to the Financial Aid Department for Audit purposes.