



# Federal Work-Study Information

## What is Federal Work-Study (FWS)?

Federal Work-Study (FWS) is an employment program—you receive paychecks for the time you work on a job. FWS jobs are available with most OSU departments and many off-campus employers. Types of jobs, pay rates, and work schedules vary greatly. Paid community service jobs are available to students, as well as jobs related to most majors.

## How do I find a job?

All Federal Work-Study positions will be listed on the Career Services website in mid-May. To view the available positions, access Career Services' website at [www.hireosugrads.com](http://www.hireosugrads.com), select "Student Site," and then select the "Find a Job/Internship" link. Follow the registration instruction to view "Work-Study Jobs." You will need to set up an account if you are a first-time user of the HIRE System. You can then review the available positions and schedule interviews with the appropriate person.

## What should I take to the interview?

You should take a photo ID, your Social Security card, a copy of your class schedule and the most recent print-out from SIS Web for Students indicating your FWS award.

## Are all Work-Study positions on campus?

No, they are not. To provide as many unique opportunities for our student employees as possible, the Office of Scholarships and Financial Aid has a number of off-campus FWS positions available. These positions allow students to earn their Work-Study award through involvement within the community.

## What is "Community Service Work-Study"?

The community service aspect of OSU's Federal Work-Study (FWS) program provides a remarkable opportunity for OSU students to take an active role in the greater community while still earning money. We have many community service positions available, ranging from reading and math tutoring in elementary schools to working with the developmentally disabled in a sheltered workshop.

In mid-May, FWS **Community Service** jobs will be posted on the Office of Scholarships and Financial Aid website at [www.okstate.edu/finaid/workstudy/comserv.html](http://www.okstate.edu/finaid/workstudy/comserv.html).

Once you find a job that interests you, complete the following steps:

1. Contact the agency to schedule an appointment for an interview.
2. Contact the OSU Office of Scholarships and Financial Aid once you have been hired, and come to 119 Student Union to sign up for payroll. Be sure to bring your Social Security Card and Driver's License. **You must contact our office to sign up for payroll PRIOR to beginning work in order to be paid for employment.**
3. Together with your employer, decide on a work schedule that does not conflict with your class schedule. Most agencies prefer a consistent schedule from week to week.
4. Know the name of the person at the agency who is authorized to sign your time sheets. Unauthorized signatures will delay the process of receiving your paycheck. **Timesheets are to be turned in to the Office of Scholarships and Financial Aid, 119 Student Union, every two weeks.**

If you have any questions, please stop by our office in 119 Student Union, email us at [finaid@okstate.edu](mailto:finaid@okstate.edu) or call (405)744-6604 for an appointment with the Community Service Work-Study staff.