The Office of Veteran Services and Financial Aid (VSFA) thank you for participating in the College Work Study (CWS) Program as a Supervisor!

**How is work-study funded?**
Current funding for the CWS program comes from the federal and state government and funding amounts can change from year to year.

**How to begin participation in the CWS Program?**
Becoming a part of the CWS program starts with identifying a position that you have that will be suitable for the work-study program. Contact VSFA for further details.

**How do I post a job opening?**
Departments must submit a job description to VSFA. The posting needs to identify the job requirements, expected hours to be worked for the term, number of open positions and the person responsible for the hiring process. Contact VSFA for further details.

**How are students eligible to participate in the CWS Program?**
Students must complete the Free Application for Federal Student Aid (FAFSA) and their eligibility will be reviewed by VSFA. Students must be eligible as this is a need-based program. Students can call or email VSFA to determine their eligibility.

**What is the next step once I have hired a student?**
A student may not begin working until all employment paperwork has been processed. A Clearance Email will be sent out by VSFA to the student with their start date. Students must not begin working until receiving their Clearance Email.

**When can a student begin working?**
The earliest students can begin working is 10 days before their first-class day (as indicated by their academic calendar) or July 1st, whichever is later. This is only after all applicable forms have been processed and the student has received their Clearance Email with their start date. Students should never be scheduled to work during their regular class-times (supervisors are responsible for monitoring this requirement).


**Example:**
First class day – June 24th, earliest the student could begin working is July 1st
First class day – August 24th, earliest the student could begin working is August 14th

**When do students stop working?**
Students stop working after their official last-class day for the academic year (as indicated by their academic calendar) or June 15th, whichever is earlier.

**Example:**
Last class day – August 16th, student’s last day to work is June 15th
Last class day – April 24th, student’s last day to work is April 24th

**Are students compensated for the Knowledge Center trainings required by the university?**
Yes, students can be compensated approximately 2 hours total for all required training. The student must submit their completion certificate of the trainings to their supervisor and the supervisor can add the time on the student’s timesheet.

**Can students work for more than one work study department at a time?**
No, CWS students are allowed employment one CWS job at a time. If the student needs to change jobs mid-year, that is fine, but the student can only have one CWS job at a time.

**Time Sheets?**
Students will submit their time sheet to their supervisors for approval. The supervisor will receive the official time sheet from VSFA approximately 5 days before the payroll deadline. The supervisor will fill in the official time sheet and upload to the VSFA Share Point before the deadline. The deadline and Share Point link will be given in the email when the time sheet is sent to the supervisor.

**How can I keep track of a student’s remaining hours?**
Supervisors are able to track their student’s remaining hours through the timesheet VSFA sends to supervisors each pay period. Supervisors may request the remaining hours of their student worker(s) at any time.

**How many hours a week can a student work?**
Students may submit up to 20 hours per week Sunday through Saturday, no more than 8 hours per day for payment from the CWS program. This must be for time actually spent working. NO time should be allocated for study time.