Federal Work Study Funding Process

**Federal Work Study Resources:**
- [FWS Employer Resources website](#)
- [FWS Employer manual](#)
- [FWS 2016-17 calendar](#)
- sfa-jobs@osu.edu to contact FWS Office

**FWS Funding Error Definitions**
- **No FWS Shared Record Found** – student has not been awarded or accepted FWS award
- **Failed Eligibility Test** – 1. Tuition is not paid, 2. Not meeting Academic Progress, 3. Not enrolled at least half time, 4. Financial aid under review
- **Failed Hours Test** – Student worked more than 40 hours during a pay period (20 hours per week maximum)
- **Failed Cap Test** – Student has exhausted their FWS award for the year

**HR Service Center Specialist**
- Process hires and assign FWS funding source in DBT. Process biweekly payroll according to university policy & procedure.

**Department Manager**
- Indicate FWS funding for student employees at time of hire or award acceptance using FWS referral form
- Review report, discuss errors with students and submit HRA’s for any necessary position changes or terminations

**HR Service Center Associate**
- Process student HRA changes based on Managers’ requests

**FWS Office**
- Review reports for Failed Cap & Hours Test errors and process DRD’s to allocate FWS award funding as appropriate
- Assist Managers with any FWS eligibility and error questions. Advise on actions needed to correct/adjust student funding
- Distribute FWS funding error report each pay period