Federal Work Study Funding Process

**Federal Work Study Resources:**
- [FWS Employer Resources website](#)
- [FWS Employer manual](#)
- [FWS 2015-16 calendar](#)
- [sfa-jobs@osu.edu](mailto: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

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**Key:**
- Next step
- Approval step
- Conditional step
- Start and Finish