

Work-Study FAQ



Why was the student not awarded the standard amount?

- Financial aid awards are based on the student's FAFSA application, their cost of attendance and other aid received.

What happens to the remaining funds if a student does not earn their full semester allocation?

- Any unearned funds are returned back to the work-study program they were issued from.



Are graduate students allowed to work as a graduate assistant (GA) and in a work-study position?

- No, graduate students can not work under both programs during the same semester.

Do international students qualify for Work-Study?

- Non-US citizens are eligible for financial aid only if they meet the criteria for an 'eligible non-citizen' based on federal regulations. Student must complete the FAFSA application and provide the required documentation in order for eligibility to be determined.



What are the Work-Study Award Types?

Federal Award

WFWL (WFED-MA)

Federal award, student is attending main campus

WFWA (WFED-AL)

Federal award, student is attending Alamo Campus

WFWD (WFED-DA)

Federal award, student is attending DACC campus

WFWG (WFED-GR)

Federal award, student is attending Grants campus

State Award

WSWL/WNNL (WST-MA)

State award, student is attending main campus

WSWA/WNNA (WST-AL)

State award, student is attending Alamo campus

WSWD/WNND (WST-DA)

State award, student is attending DACC campus

WSWG/WNNG (WST-GR)

State award, student is attending Grants campus

State High Demand Award

WSHL/WNHL (WST-MA)

HD State award, student is attending main campus

WSHA/WNHA (WST-AL)

HD State award, student is attending Alamo campus

WSHD/WNHD (WST-DA)

HD State award, student is attending DACC campus

WSHG/WNHG (WST-GR)

HD State award, student is attending Grants campus

What is the student's Work-Study award by Detail Code and Index?

Federal and New Mexico Work-Study										
Detail Code	Detail Description	Position	Class	Grade	Index	Fund	Org	Acct	Prog	FA %
Federal										
WFWL	Work-study Federal (WFED-MA)	999992	SW	WFED	103517	601013	521040	618200	1901	70%
WFWA	Work-study Federal (WFED-AL)	999992	SW	WFED	103517	601013	521040	618200	1901	70%
WFWG	Work-study Federal (WFED-GR)	999992	SW	WFED	103517	601013	521040	618200	1901	70%
WFWD	Work-study Federal (WFED-DA)	999992	SW	WFED	103517	601013	521040	618200	1901	70%
State										
WSWL/WNNL	Work-study State (WST-MA)	999992	SW	WST	103553	601536	521040	618400	1910	70%
WSWA/WNNA	Work-study State (WST-AL)	999992	SW	WST	200291	240033	521040	618400	1910	70%
WSWG/WNNG	Work-study State (WST-GR)	999992	SW	WST	500275	540017	521040	618400	1910	70%
WSWD/WNND	Work-study State (WST-DA)	999992	SW	WST	400451	440068	521040	618400	1910	70%
STATE HED HIGH DEMAND										
WSHL/WNHL	Work-Study State (WST - MA)	999992	SW	WST	135459	613968	521040	618400	1910	100%
WSHA/WNHA	Work-Study State (WST - AL)	999992	SW	WST	201054	240390	521040	618400	1910	100%
WSHG/WNHG	Work-Study State (WST - GR)	999992	SW	WST	500894	540328	521040	618400	1910	100%
WSHD/WNHD	Work-Study State (WST - DA)	999992	SW	WST	402056	440676	521040	618400	1910	100%

Can Students Work During Scheduled Class Time?

Students can NOT work during scheduled class time!

Exception: If student can prove class is canceled, they must submit proof. Proof can be a copy of an email, screen shot of notice, etc. and keep for your records.

Can Students Work During Online Class?

Asynchronous (No Specific Time)

Yes, students can work during asynchronous classes.

Online Class With Specified Time

No, students with online classes that meet at specified times can not work during classes.

When can students Work During Semester Breaks?

When there are no classes scheduled

- **Fall Break**

As long as the student has funding available, they are allowed to work up to a 40-hour week.

- **Winter Break**

If the student is not graduating during the Fall term, and they still have funding available, they can work until the last day the university is open. Students are allowed to work up to a 40-hour week.

****If the student is graduating they must stop working on the last day of finals week.**

- **Spring Break**

As long as the student has funding available, they are allowed to work up to a 40-hour week.

***Note:** An 8-hour day requires a one-hour lunch break. A 6 – 7 hour day requires a 30-minute lunch break.



Example of Student Sign In and Sign Out Sheet

October 2 - 6					
	Monday 2	Tuesday 3	Wednesday 4	Thursday 5	Friday 6
FIRST	IN	IN	IN	IN	IN
LAST	OUT	OUT	OUT	OUT	OUT
	IN	IN	IN	IN	IN
	OUT	OUT	OUT	OUT	OUT

October 9-13					
	Monday 9	Tuesday 10	Wednesday 11	Thursday 12	Friday 13
FIRST	IN	IN	IN	IN	IN
LAST	OUT	OUT	OUT	OUT	OUT
	IN	IN	IN	IN	IN
	OUT	OUT	OUT	OUT	OUT

What are the steps to get to Concise Schedule?

Go to your MyNMSU account and click on the student tab.

1

2

3

Concise Student Schedule

This page lists the class for which you are registered for the term, including those classes from which you have withdrawn. There is nothing that indicates if you have withdrawn from or are still registered in a class.

If you have questions, see your advisor, or click [here](#) to request an email copy of your registration document, which includes registration and withdrawal.

Name: [Redacted] Address: [Redacted]
 Classification: Freshmen
 Level: Undergraduate
 College: Health/Education/Social Transf
 Major and Department: Pre-Nursing, Nursing Health/Education/Social Transf

S.N.	Course	Title	Campus	Credits	Level	Start Date	End Date	Days	Time	Location	Instructor
44785	CEPY 1120G M02	HUMAN GROWTH & BEHAVIOR	NMSU - Las Cruces (Main)	3.000	UG	Aug 16, 2023	Dec 08, 2023	TR	9:00 am - 10:15 am	Foster Hall 231	Madrid
59230	CHEM 1215G M03	GENERAL CHEMISTRY I	NMSU - Las Cruces (Main)	4.000	UG	Aug 16, 2023	Dec 08, 2023	MW	12:00 pm - 1:15 pm	Chemistry Building W153	Beltran
41150	CHEM 1215G M1C	GENERAL CHEMISTRY I	NMSU - Las Cruces (Main)	0.000	UG	Aug 16, 2023	Dec 08, 2023	W	2:30 pm - 5:20 pm	Chemistry Building 101	Beltran
57280	ENGL 1110H M01	COMPOSITION I	NMSU - Las Cruces (Main)	4.000	UG	Aug 16, 2023	Dec 08, 2023	MW	10:30 am - 11:45 am	Clara Belle Williams Hall 127	Cramer
						Aug 16, 2023	Dec 08, 2023			MA - Online Web WEB	Cramer
63163	HNRS 1115 M01	HONORS FIRST YEAR SEMINAR	NMSU - Las Cruces (Main)	3.000	UG	Aug 16, 2023	Dec 08, 2023	R	4:30 pm - 7:00 pm	Hardman/Jacob UG Learning Ctr 225	Camarena
65820	NURS 1110 M22	NURS FRESHMAN SEMINAR	NMSU - Las Cruces (Main)	1.000	UG	Aug 16, 2023	Oct 08, 2023	TR	7:30 am - 8:20 am	Health and Social Services Bui 218	Hayth
				Total Credits: 15.000							

A handwritten Schedule is not accepted.

Your screen should look something like this. It will display the classes that you are enrolled in for specific semester.

Example of Student Schedule

Concise Student Schedule

2023 Fall

Jul 28, 2023 05:55 pm

This page lists the class for which you are registered for the term, **including those classes from which you have withdrawn**. There is nothing that indicates if you have withdrawn from or are still registered in a class.

If you have questions, see your advisor, or click [here](#) to request an email copy of your registration document, which includes registration and withdrawal.

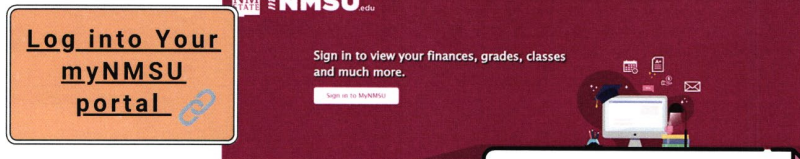
Name: [REDACTED]
Classification: Freshmen
Level: Undergraduate
College: Health/Education/Social Transf
Major and Department: Pre-Nursing, Nursing
 Health/Education/Social Transf

Address: [REDACTED]
 [REDACTED]

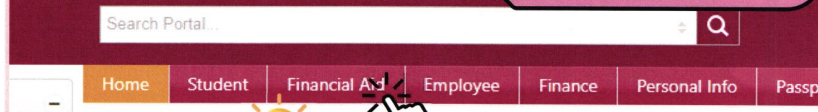
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44785	CEPY 1120G M02	HUMAN GROWTH & BEHAVIOR	NMSU - Las Cruces (Main)	3.000	UG	Aug 16, 2023	Dec 08, 2023	TR	9:00 am - 10:15 am	Foster Hall 231	Madrid
59230	CHEM 1215G M03	GENERAL CHEMISTRY I	NMSU - Las Cruces (Main)	4.000	UG	Aug 16, 2023	Dec 08, 2023	MW	12:00 pm - 1:15 pm	Chemistry Building W153	Beltran
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						Aug 16, 2023	Dec 08, 2023		TBA	MA - Online Web WEB	Cramer
63163	HNRS 1115 M01	HONORS FIRST YEAR SEMINAR	NMSU - Las Cruces (Main)	3.000	UG	Aug 16, 2023	Dec 08, 2023	R	4:30 pm - 7:00 pm	Hardman/Jacob UG Learning Ctr 225	Camarena
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				Total Credits: 15.000							

How to Accept and View Work-Study Award

Work study Award Must Show as Accepted

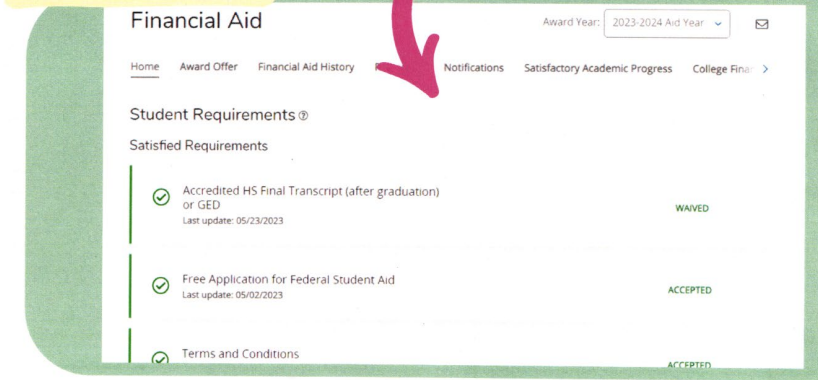


Click on the "Financial Aid tab"



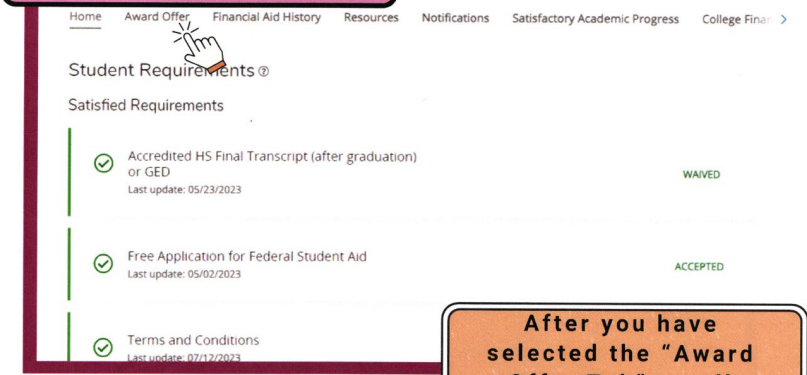
Tip : Ensure you are viewing the correct Aid year

Your Financial Aid homepage should look similar to this

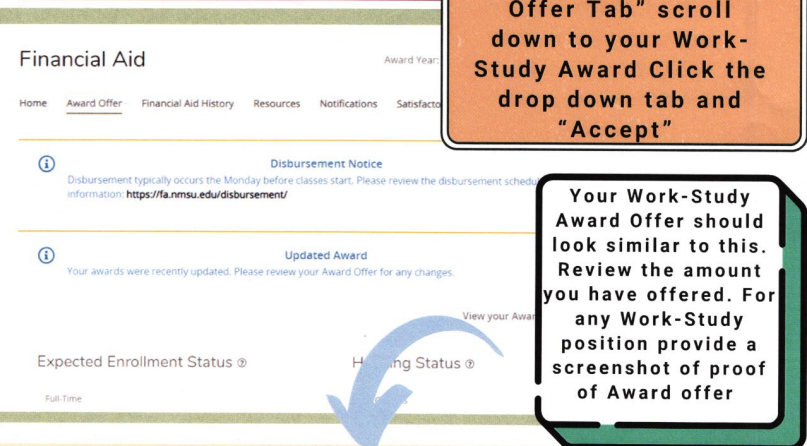


2 0 2 3 - 2 0 2 4

Click "Award Offer" on your financial aid home page



After you have selected the "Award Offer Tab" scroll down to your Work-Study Award Click the drop down tab and "Accept"



Your Work-Study Award Offer should look similar to this. Review the amount you have offered. For any Work-Study position provide a screenshot of proof of Award offer

Type	2023 Fall	2024 Spring	Amount
State Work-Study (WST-MA)	\$3,600.00	\$3,600.00	\$7,200.00 ACCEPTED
	\$3,600.00	\$3,600.00	\$7,200.00
			-\$7,200.00

2 0 2 3 - 2 0 2 4

Example of Accepted WS Award

Options to Pay Net Cost

Work



Type	2023 Fall	2024 Spring	Amount
State Work-Study (WST-MA)	\$3,600.00	\$3,600.00	-\$7,200.00 ACCEPTED
	\$3,600.00	\$3,600.00	\$7,200.00

-\$7,200.00

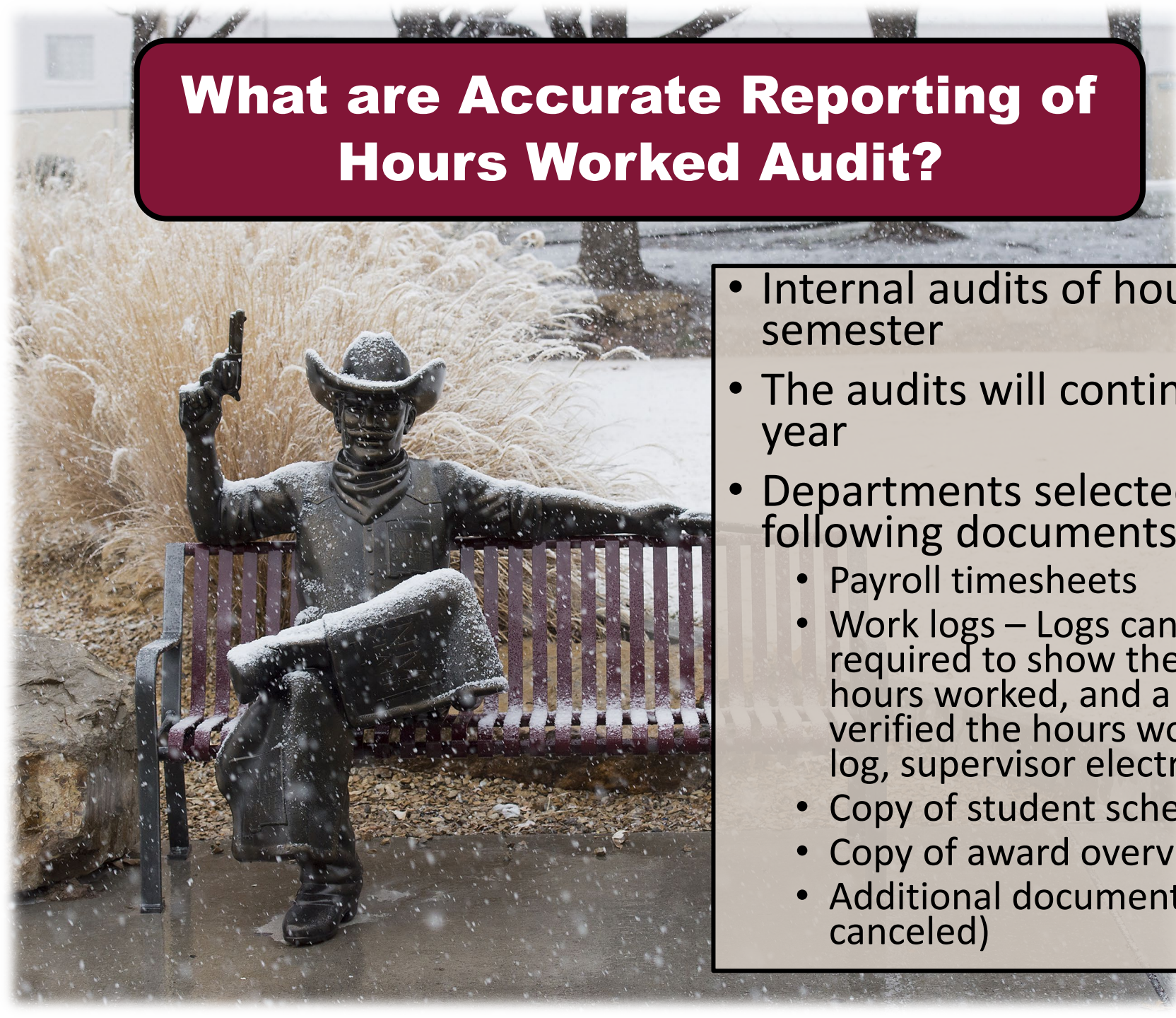
What are hiring best practices?

- Before the student's first day
 - Explain required documents
 - Copy of award overview and concise class schedule
 - Hiring documents including I-9 requirements
- Orientation with each student
 - Introductions
 - Position requirements
 - Sign in / out procedures
 - Expectations
 - Phone usage
 - Attendance
 - When they can and cannot work
 - Dress code



What are Accurate Reporting of Hours Worked Audit?

- Internal audits of hours worked will begin this Fall semester
- The audits will continue to occur throughout the year
- Departments selected will be asked to provide the following documents:
 - Payroll timesheets
 - Work logs – Logs can be written or electronic. They are required to show the students name, the dates and hours worked, and a way to show the supervisor has verified the hours worked (i.e. supervisor signs paper log, supervisor electronically signs electronic log)
 - Copy of student schedule on file
 - Copy of award overview on file
 - Additional documentation (i.e. email showing class was canceled)



What are the consequences for Non-Compliance?

Department

1. First audit finding - A warning will be issued
The portion of the payroll that is not meeting regulations will be billed back to the department.
2. Second audit finding – 100% bill back
Any payroll processed not meeting regulations will be billed back to the department at 100%. Department head / Director will be notified.
3. Third audit finding – Meeting with Department head / Director
If a department continues to not meet regulations, payroll will continue to be billed back at 100% and a meeting scheduled with the Department Head / Dean / Director to discuss continued Work-Study program eligibility.

Student

1. First Warning – from department
2. Final Warning – From Work-study financial aid advisor
3. Award Cancellation

Egregious violations of work-study rules may lead to immediate cancellation of award without warnings.





Thank You!



Please take some time to
fill out this short survey

(Click the link icon to the left)