

2 0 2 3

Financial Aid

# Work - Study

# FASFA

COMPLETION

- ★ FASFA will need to be completed to be eligible for Work-Study  
**Where do I fill out a FASFA application ?**

- ◆ <https://studentaid.gov/h/apply-for-aid/fafsa>

- ◆ **The 2024-2025 FASFA opens Decemeber 31**

- ◆ The FAFSA opens on **October 1st** of each year. For the 2023-24 FAFSA, you will need to use 2021 tax information. We encourage you to fill out the FAFSA as soon as possible after the opening date. Certain funds are awarded on a first-come, first-serve basis, including work-study, so it's very important to submit the FAFSA as early as possible. The priority deadline for the FAFSA is March 1st of each year. However, a FAFSA can be filed at any time during the academic year.



For easy steps to completing the FAFSA, view our FAFSA Walkthrough video.

- ◆ <https://www.youtube.com/watch?v=OWGZCnk3GZg>



Financial aid



# WORK-STUDY

Navigation Guide

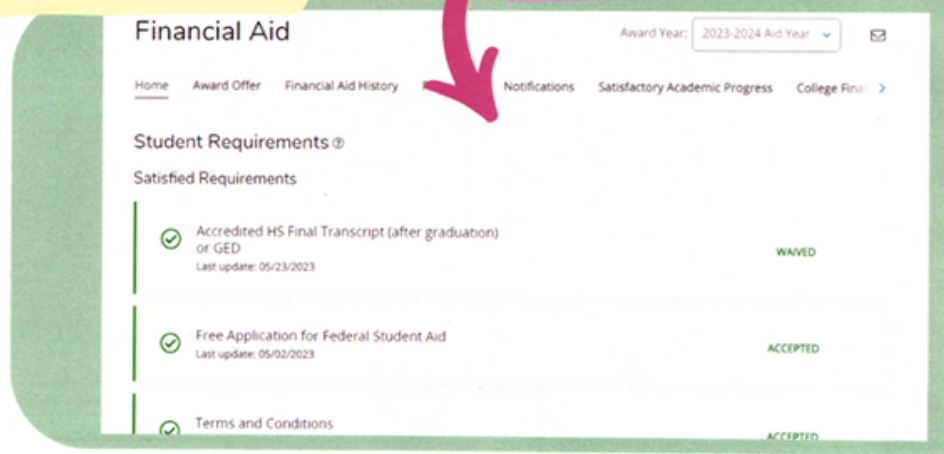
**Log into Your myNMSU portal**



**Click on the "Financial Aid tab"**

**Tip : Ensure you are viewing the correct Aid year**

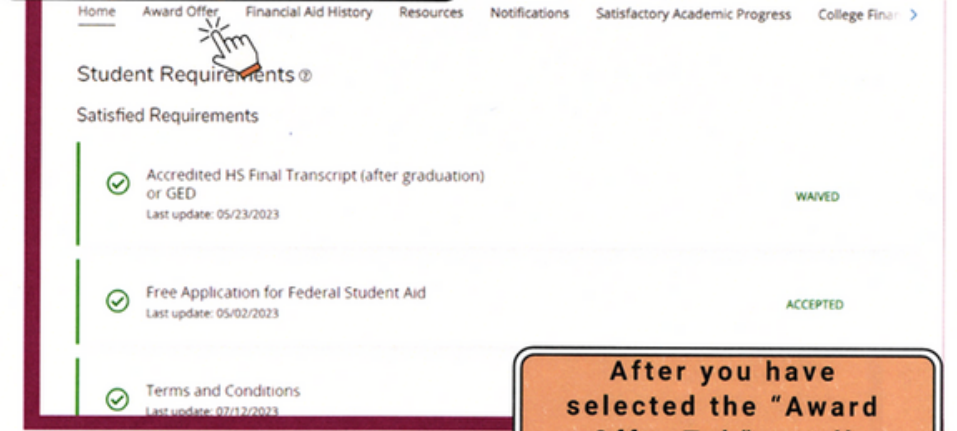
**Your Financial Aid homepage should look similar to this**



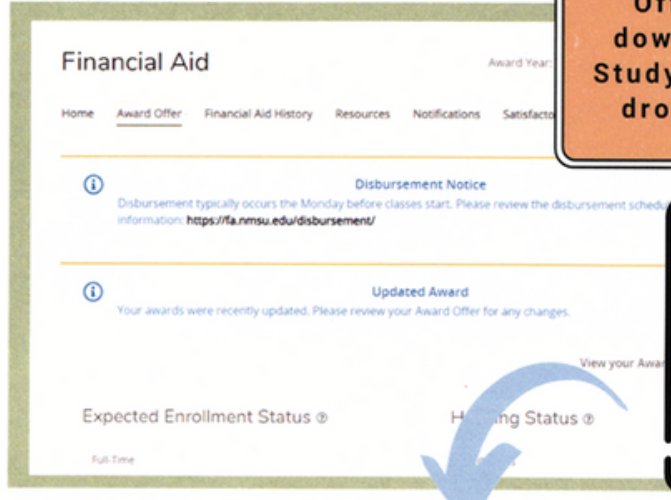
2 0 2 3 - 2 0 2 4

This will help you navigate to your work-study award, which needs to be provide to your work-study employers

**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 23-24 Work-Study 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

# Steps to Get to Concise Schedule

1

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

A screenshot of the MyNMSU account interface. The 'Student' tab is highlighted in the top navigation bar. A callout box points to the 'Student' tab with the text 'Go to your MyNMSU account and click on the student tab.' The main content area shows a 'National Cybersecurity Awareness Month 2023 PRESENTATIONS' banner with a schedule for Oct 30 and Oct 31. Other sections include 'ICT Resources' and 'Academics'.

2

A screenshot of the 'Student Services' menu. The 'Student' section is expanded, and 'Student Schedule' is highlighted. A callout box points to 'Student Schedule' with the text 'Click on student Schedule'. Other options include 'Your Student Profile Page', 'View Grades', 'Unofficial Transcript / Academic History', 'Request Official Transcript', 'Request Enrollment Verification', 'Canvas', 'Navigate', 'Handshake', and 'Career Exploration'. The 'Student Registration' section includes 'Class Search', 'Aggie Schedule Builder', 'Course Registration', 'Student Schedule', and 'Student Records Portal'. The 'Financial Aid' section includes 'Financial Aid Home Page'.

3

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

CRN	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	TBA	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

Handwritten schedules are NOT ACCEPTED!

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

APPLYING

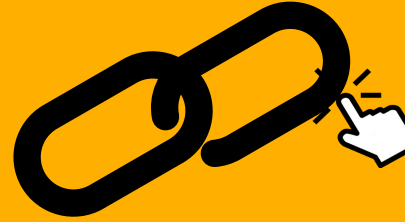
# Handshake

## Applying for a Work-Study Position?

If you are awarded work-study funds, please review how to retrieve your award letter below and be sure to apply for available job openings using the **Handshake app**. Students are encouraged to use Handshake app to locate on-campus student employment, internships, Cooperative Education, part-time and other types of employment on a regular basis.

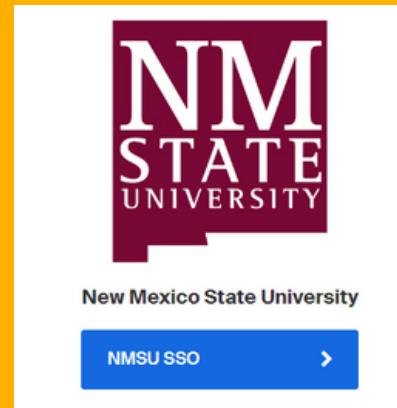
1

Click the Link Below



2

Click the “NMSU SSO” as a student



3

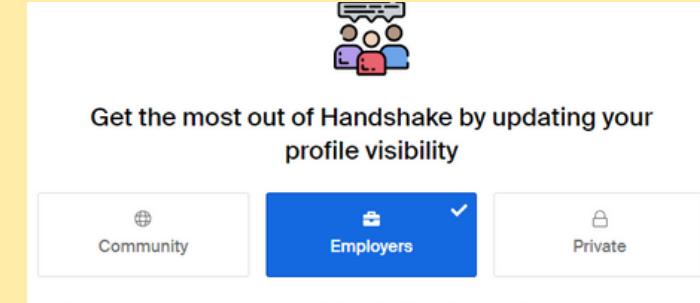
Fill out the prompted information accordingly

**Glad you're here,**  
Let's confirm a few details about your education plans. You can change these later.

<b>Institution</b> New Mexico State University	<b>Education level</b> Bachelors
<b>Expected graduation date</b> May	2026

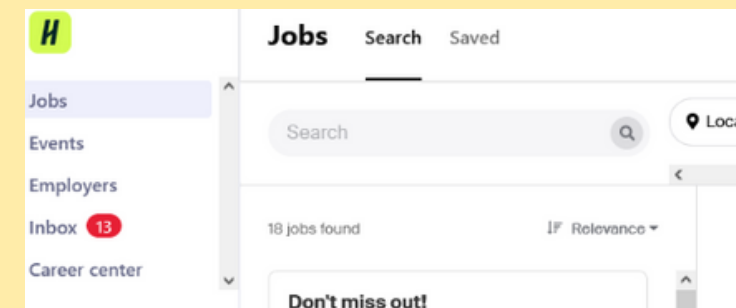
4

Ensure you select either “community” or “Employers”, and fill out the application after clicking “next”



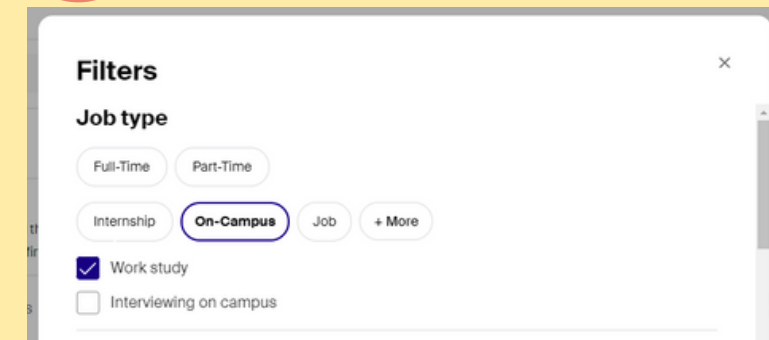
5

Select the “Jobs” tab on the left and browse job listings



6

Apply the “On campus” and “Work-Study” filter



# Workable Hours with Class Schedule



## 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.

## Students can NOT work during scheduled class time!

Students can work during an Asynchronous class but not during an online class with a scheduled meeting 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.

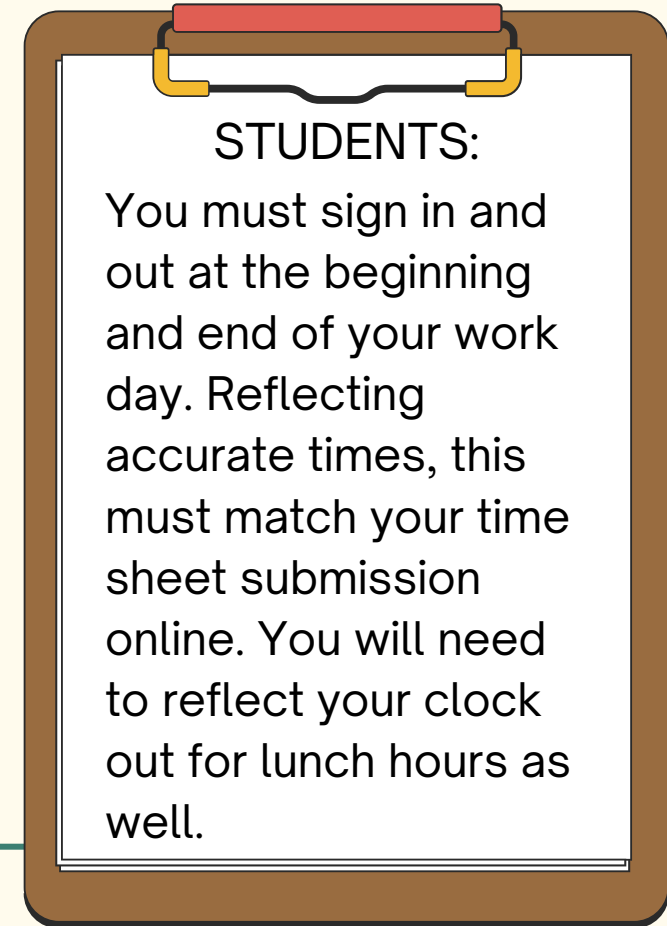


# Sign-in Sign-out

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

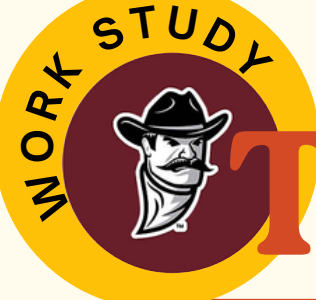
  

October 9-13					
	Monday 9	Tuesday 10	Wednesday 11	Thursday 12	Friday 13
FIRST	IN	IN	IN	IN	IN
LAST	OUT	OUT	OUT	OUT	OUT
	IN	IN	IN	IN	IN
	OUT	OUT	OUT	OUT	OUT



**STUDENTS:**  
You must sign in and out at the beginning and end of your work day. Reflecting accurate times, this must match your time sheet submission online. You will need to reflect your clock out for lunch hours as well.






# Timesheets

Click on the employee tab on your MyNMSU account and then click Enter time.

Click on start timesheet

2

Input hours and then submit the timesheet for approval.

**TIP**   
Click add more time to input lunch breaks.

1

Employee Dashboard

My Profile

Pay Information

Latest Pay Stub: 11/30/2023

My Activities

- Enter Time
- Approve Time
- Approve Leave Report
- Effort Certification
- Labor Redistribution
- Employee Menu

Employee Dashboard • Timesheet

Timesheet

Pay Period	Hours/Units	Submitted On	Status
12/01/2023 - 12/15/2023			In Progress
11/16/2023 - 11/30/2023	40.00 Hours	12/01/2023	Pending

3

Employee Dashboard • Timesheet • Student Aide

12/01/2023 - 12/15/2023

Submit By 12/15/2023, 11:00 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27	28	29	30	1	2

Workstudy Earnings

Start Time*	End Time*	Shift	Hours
08:00 AM	01:00 PM	1	5.00
02:00 PM	05:00 PM	1	3.00

# Work-Study Waiting List

## ◆ Waiting List

If you are interested in work-study but did not receive funds in the initial awarding period, you can fill out a form on the Work-Study Waiting List that will be available right before the beginning of each semester.

- ◆ Mid December - Mid May
- ◆ August 16th - May 15th
- ◆ To be considered for Summer you will have to apply via workstudy waiting list.

## Link To Waiting List

text  <https://forms.office.com/r/HSrP851TD6>



# Consequences For Non - Compliance of Work-Study Rules



## WARNING

### 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 cancelation of award without warnings.\*\***

Students cannot exceed their semester funding limits, and can not work more than 20 hours per week. Work-study students and employers can review the [handbook](#) for more information on policies and procedures.



TIP: click the icon to access the Work-Study Handbook



# Frequent FA Questions



**Why was I not awarded more funds?**

Financial aid awards are based on the students FAFSA application, your cost of attendance and other aid received.



**What happens to the remaining funds if I do not earn the full semester allocation?**

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



# Continued ...



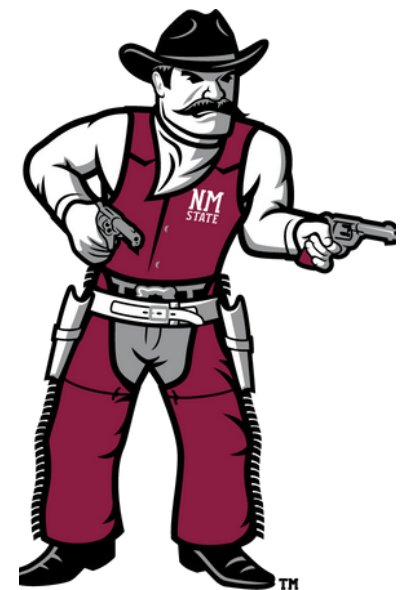
**Are graduate students allowed to work as a graduate assistant (GA) and in a work-study position?**

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.



# Thank You Aggies!



If you have any specific questions regarding your Work-Study award please feel free to reach out to our Financial Aid Department.



Email: [financialaid@nmsu.edu](mailto:financialaid@nmsu.edu)



Phone: 575-646-4105



Educational Services Center,  
Suite 600