



Federal Work-Study Program (FWS)

Quick Reference

Web Addresses

Student login: <http://sfa.osu.edu/jobs>

Employer login: <http://sfa.osu.edu/jobs/index.asp?tab=f>

Logging in into the system

1. Log on at <http://sfa.osu.edu/jobs/index.asp?tab=f>
2. Click on Log into the Employer Main Menu
3. Enter your user name (Generally your org number)
4. Enter in your password.

Don't have a password? Contact the FWSP office about setting up an account!

Guides for Students

Printing a Referral Form

<http://sfa.osu.edu/jobs/index.asp?tab=b>

Federal Work-Study Student Manual

The rules and procedures for students

<http://sfa.osu.edu/Forms/award/FWS.pdf>

Frequently Asked Questions

<http://sfa.osu.edu/jobs/index.asp?tab=b#fwsfaq>

NOTE: If you have any problems with any of these addresses they are also available off the student employment main page

<http://sfa.osu.edu/jobs>

Contacting the FWS Office

For OSU Students

E-mail: sfa-jobs@osu.edu

Phone: 614-292-0300

Fax: 614-292-7527

For OSU Staff Members

Goldean Gibbs 292-4951 gibbs.118@osu.edu

Candace Washington 292-0277 washington.203@osu.edu

Student Employment Job Board (NON-Work-Study)

Non-Work-Study jobs are posted on the job board and web. To post positions, e-mail or fax the details on the job and who students should contact

E-mail: sfa-jobs@osu.edu

Fax number: 247-8445

General Ledger/Accounting/HR

- The Federal Work-Study account number is 60155
- The general fund number is 014002. (income generating departments are to use one of their funds)
- NEVER use fund number 560225.

General Information

- Students are allowed to work more than one Work-Study job at a time
- Student can only be paid on FWS for a total of 40 hours in a pay period
- Students' falsifying time sheets is fraud! Don't let it happen!
- Students cannot work during scheduled class times! It's the law!