

# Getting a Federal Work-Study Job

To get a referral form, you will need to login to the OSU Federal Work-Study on-line system at:

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

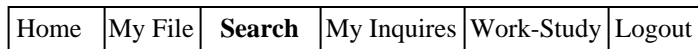
1. Click on “get a FWS job”



2. Log-in:

User Name <input type="text"/>	Use your <b>Social Security Number</b>
Password <input type="text"/>	Your password is <b>GOBUCKS</b>

3. Click on Search (at the top of the screen):



4. Search for a position you would like:

Using Quick Search, you can search by:

Key word (in the job description or title)

Using Advanced Search, you can search by:

Job ID (Job #), position type, department and others

- If you are searching for a specific position and cannot locate it on the system, check with the individual employer for the job ID number.

5. Click on the job title of the position that interests you.

6. View the information about the job to see if it is a job you would like to apply for.

7. Click on **View Contact Information.**

8. Use the print function on your browser to print the next page that appears:  
**This is your referral form!**

9. Contact the employer about setting up an interview and follow the “Application Instructions” on the referral form.

## Important Information about Federal Work-Study

Determine your available work hours based on your class schedule.  
You cannot work during class time!



If you are hired, the employer’s representative will help you complete payroll forms and will notify the Federal Work-Study Office of your employment. You will receive your paychecks at your work place. All payroll information, including how much you have left to earn, is available from your department.

You **MUST** have your fees paid for at least half-time enrollment at The Ohio State University to begin working on the Federal Work-Study Program. (Hours at another institution cannot be counted for Work-Study)

If you accept a Work-Study job it is your responsibility to be a good employee. This means you should work this position for at least one quarter. Work-Study is not a grant. You are required to work. You are not paid to study.

### Problems logging in?

Do you have a Federal Work-Study award?

Check your financial aid status page:

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

Do you need to update your internet browser?

Do your security settings allow “cookies”?

### Changing your password:

Once logged into the system, click on “My File.”

Change the password and click on “Save.”

For additional information on problems not listed here, please visit: <http://sfa.osu.edu/jobs/index.asp?tab=d>.



### Student Employee Responsibility

You are expected to do your best to be a good employee. This means coming to work on time, working your scheduled hours, notifying your supervisor if you will not be able to work, and completing in a satisfactory manner the tasks assigned to you by your supervisor. Work-Study is not a grant. You are not paid to study. You must work and report your hours each pay period as directed by your supervisor.

### Job Search Hints:

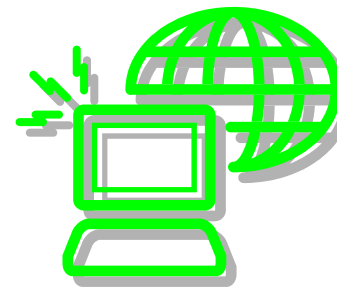
**Returning to the same job:** Ask your supervisor for your Federal Work-Study Job ID (Job Number)

**Want to work in a specific department:** Type the name of the department in the “employer” field of the Advanced Search option

**Want to do a specific task or job title:** Enter the task or title in the quick search KEY word.

For additional information on your FWS award, please visit: <http://sfa.osu.edu/Forms/award/FWS.pdf>

# A Guide to Getting a Federal Work-Study Job



## Printing a Federal Work-Study Referral Form



Office of Student Financial Aid  
Federal Work-Study/Student Employment  
5th Floor Lincoln Tower  
1800 Cannon Drive  
614-292-0300  
email: [sfa-jobs@osu.edu](mailto:sfa-jobs@osu.edu)