

2024
2025

Financial Aid

Work -Study



FAFSA

COMPLETION

★ FAFSA will need to be completed to be eligible for Work-Study

Where do I fill out a FAFSA application ?

- ✦ <https://studentaid.gov/h/apply-for-aid/fafsa>
- ✦ The FAFSA opens on **October 1st** of each year
- ✦ For your FAFSA, any information inquiring a tax return would be the tax return from two years prior. 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>



This guide will help you navigate your work-study award, a copy of which will need to be given to your work-study employer.

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

Example of Accepted Work-Study Award in *myNMSU*

Options to Pay Net Cost

Work @

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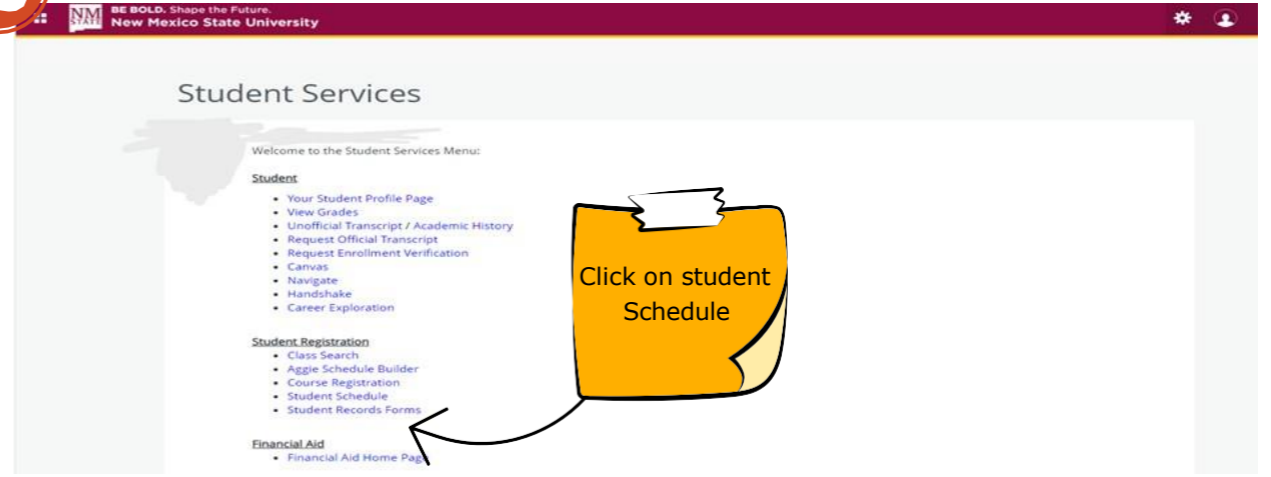
Steps to Get to Concise Schedule

1

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



2



3

Handwritten schedules are NOT ACCEPTED!

Concise Student Schedule

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This page lists the class for which you are registered for the term, including those classes from which you have withdrawn. There is nothing that indicates if you have withdrawn from or are still registered in a class.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

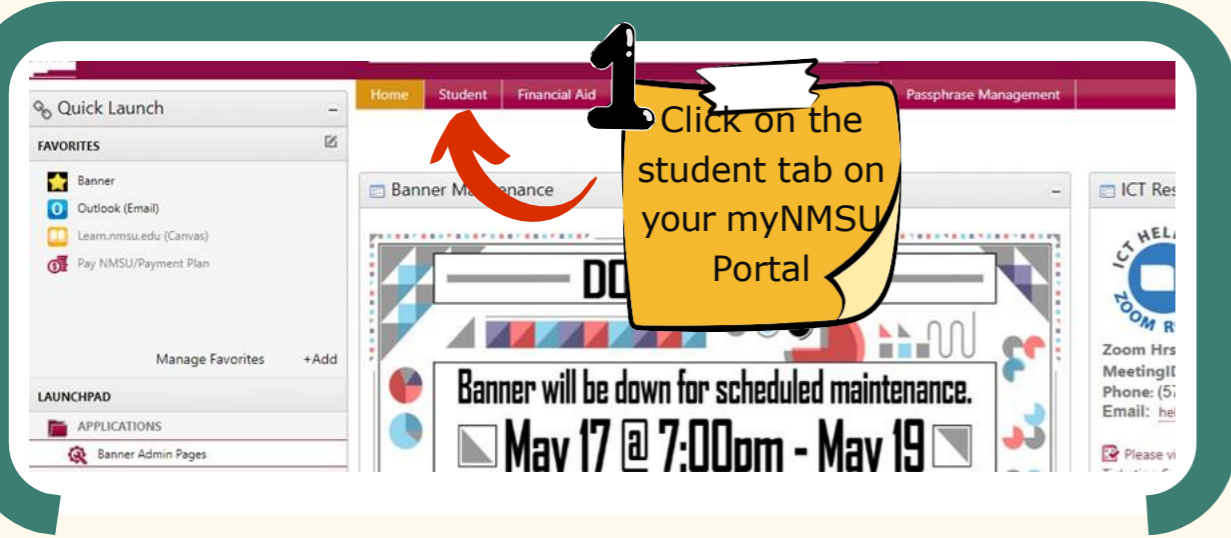
Address: [Redacted]
[Redacted]
[Redacted]

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	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

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

Alternative ways to view your schedule

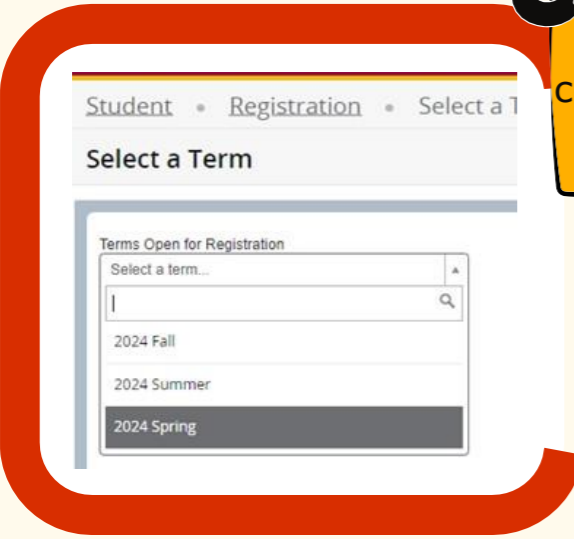
1 Click on the student tab on your myNMSU Portal



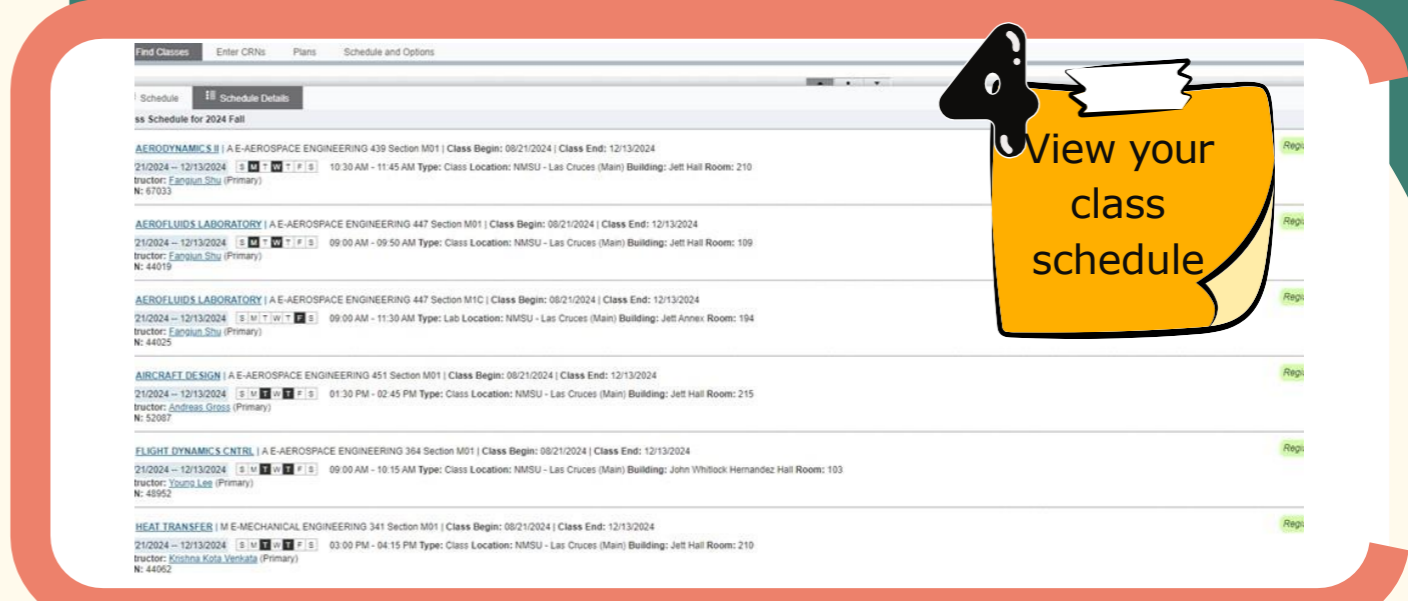
2 Select course registration, then select register for classes



3 Select the correct term



View your class schedule



APPLYING

Handshake

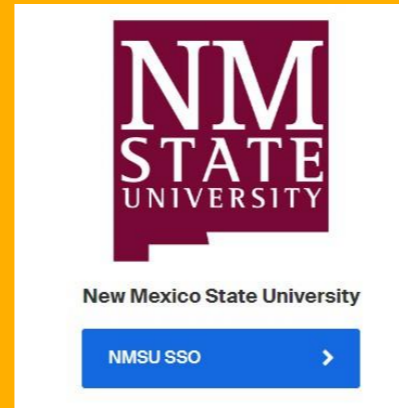
Applying for a Work-Study Position?

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

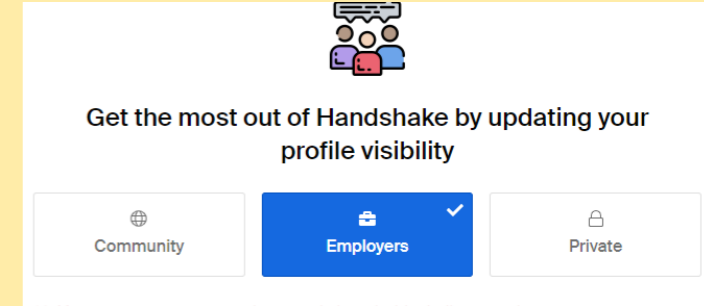


3 Fill out the prompted information accordingly

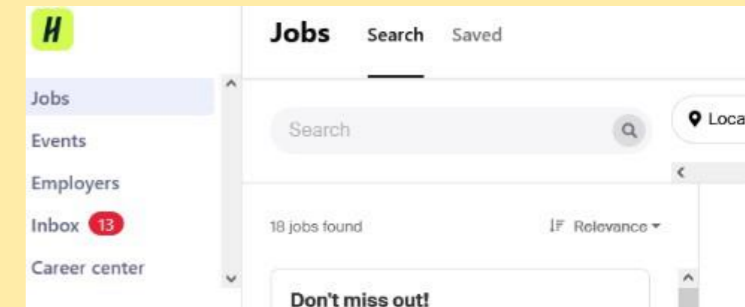
Glad you're here,
Let's confirm a few details about your education plans. You can change these later.

Institution	Education level
New Mexico State University	Bachelors
Expected graduation date	
May	2026

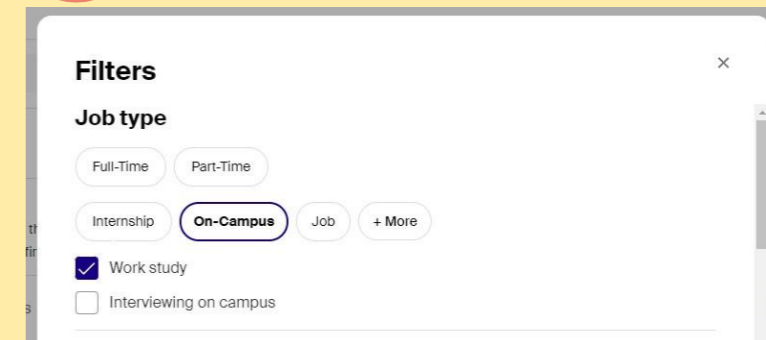
4 Ensure you select either "community" or "Employers", and fill out the application after clicking "next"



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.

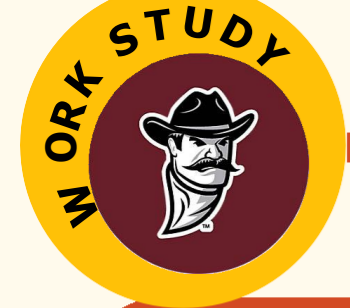


Sign-in Sign-out

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

1

Employee Dashboard

Employee Dashboard

My profile

Pay Information

Latest Pay Stub: 11/30/2023 All Pay Stubs Direct Deposit Information Deductions History

Benefits Taxes Job Summary Employee Summary

My Activities

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

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

2

Employee Dashboard • Timesheet

Timesheet

Approvals Timesheet

Pay Period Hours/Units Submitted On Status

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

Click on start timesheet

3

Employee Dashboard • Timesheet •

Student Aide, Restart Time Leave Balances

12/01/2023 - 12/15/2023 In Progress Submit By 12/15/2023, 11:00 PM

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


Add Earn Code

Earn Code: 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

Add More Time

Input hours and then submit the timesheet for approval.

TIP 

Click add more time to input lunch breaks.

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.

- ◆ Fall :Mid July
- ◆ Spring:Mid December
- ◆ Summer: Mid April

★ To be considered for Summer you will have to apply via workstudy waiting list.

◆ **Where to Access the Waiting List**

- ◆ [Visit the link from our website at: https://fa.nmsu.edu/work-study/index.html](https://fa.nmsu.edu/work-study/index.html)
- ◆ Click on the red button

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[Access Work-Study Waiting List](#)



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 & cannot work more than 20 hours per week.

Review the [handbook](#) for more information on policies and procedures.



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



Frequent FA Questions



Why wasn't I awarded more funds?

Financial aid awards are based on the student's 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 ...



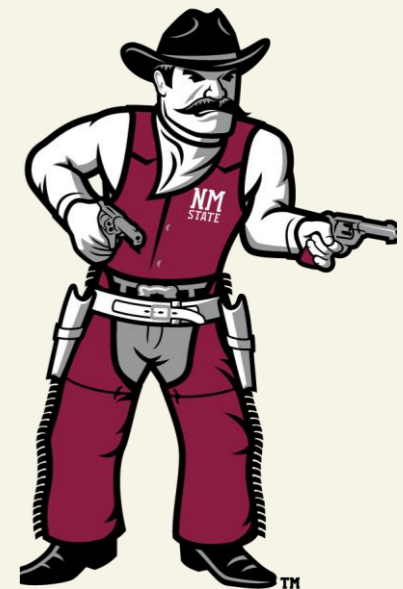
Are graduate students allowed to work as a graduate assistant (GA) and in a work-study position?

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.



Continued...



If Student withdraws when is the last day they can work?

- A student can NOT work past the day that they withdraw.
- it is the departments responsibility to let the student know that if they withdraw they must notify the department immediately and stop working.
- *If student works past withdraw date, then the department is responsible for 100% of the student's earnings after the withdrawal date.

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