



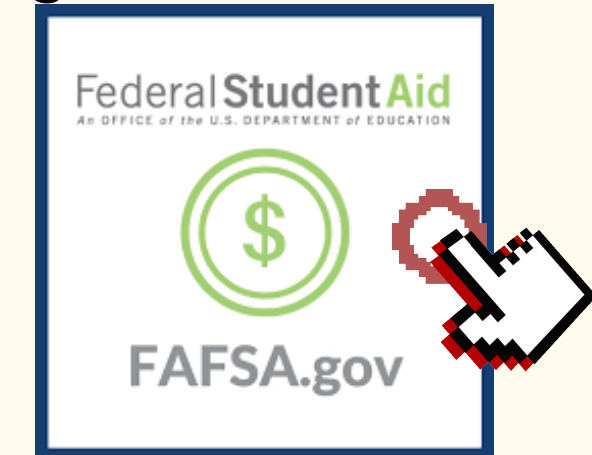
Financial Aid

Work -Study

FASFA

COMPLETION

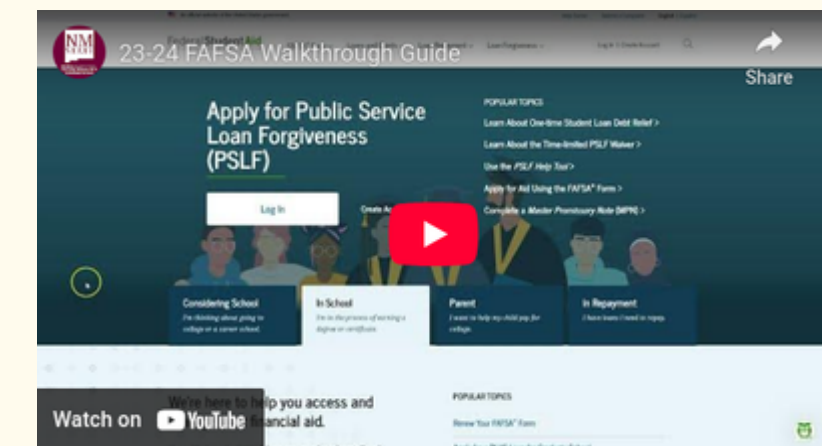
★ FASFA will need to be completed to be eligible for Work-Study
Where do I fill out a FASFA application ?



- ✦ <https://studentaid.gov/h/apply-for-aid/fafsa>
- ✦ You will need to use your tax information for two years prior the aid year stated on the FASFA. 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>



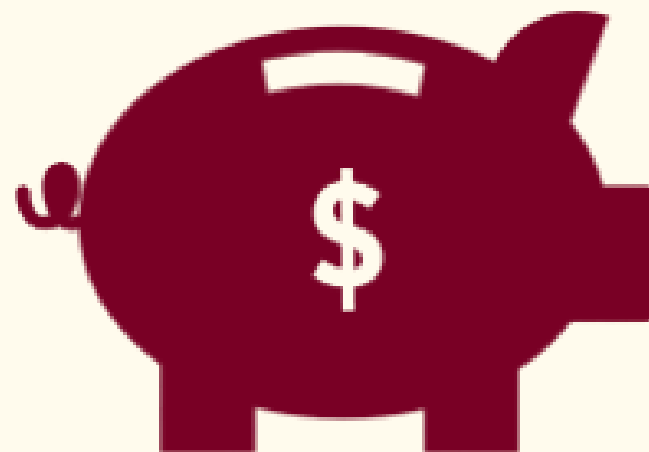
Scholar Dollar\$ Application



Scholar Dollar\$ is the singular application used by students and staff at New Mexico State University for processing, awarding and applying for scholarships. The system is developed by Student Information Management in Student Affairs and Enrollment Management and is designed in collaboration with the NMSU Foundation and The Office of Financial Aid and Scholarship Services



TIP: click the piggy bank to take you to the application page



Scholar Dollar\$ ONLINE APPLICATION SYSTEM

Log in with your myNMSU user name and password.

Username

Password



I'm not a robot



reCAPTCHA
Privacy - Terms

Log In

[Forgot Username](#)

[Reset Password](#)

[First Time User](#)

APPLYING **H**andshake

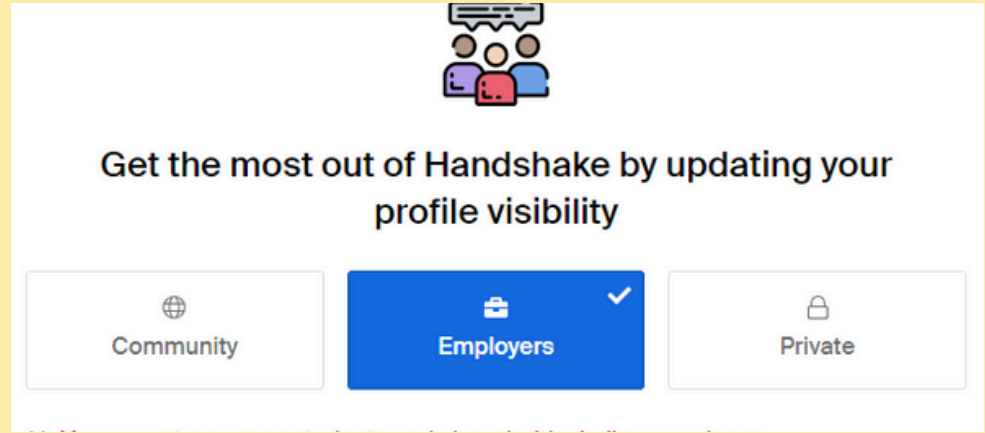
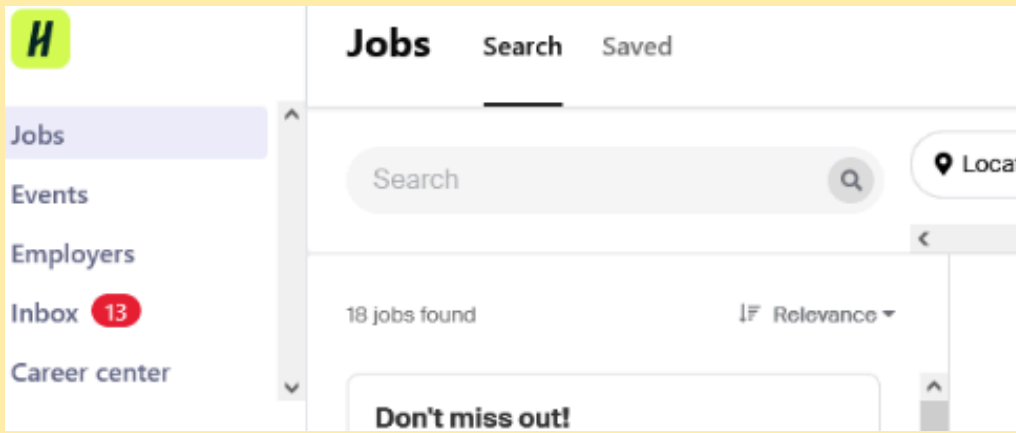
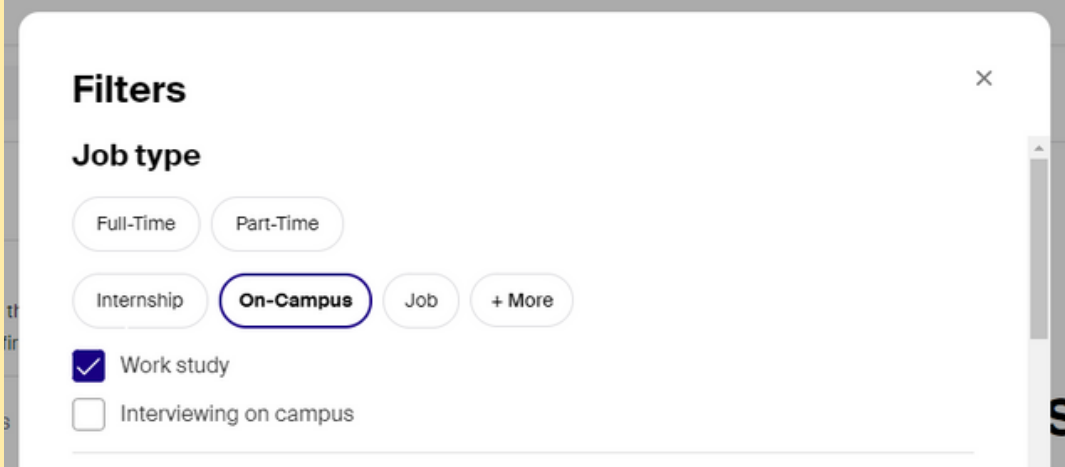
Applying for a Work-Study Position?

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

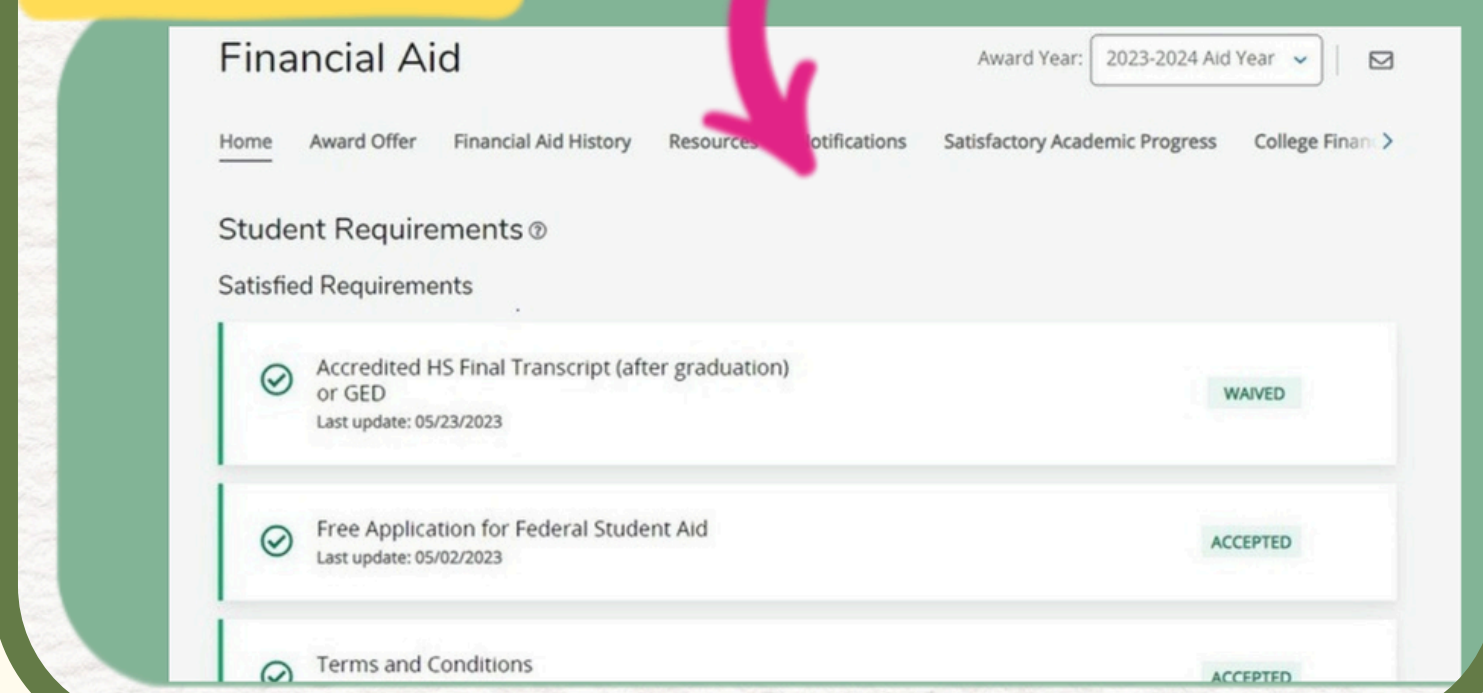

- 4 Ensure you select either “community” or “Employers”, and fill out the application after clicking “next”

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

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


WORK-STUDY

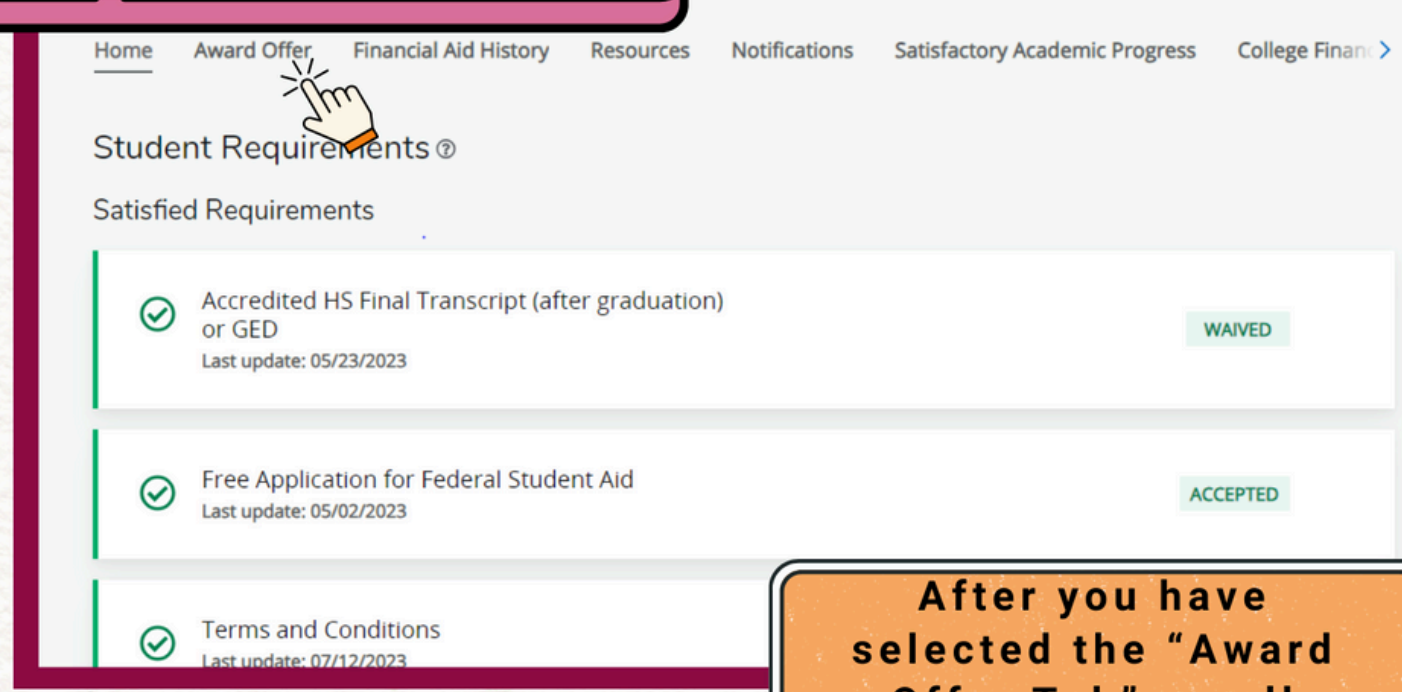
Navigation Guide



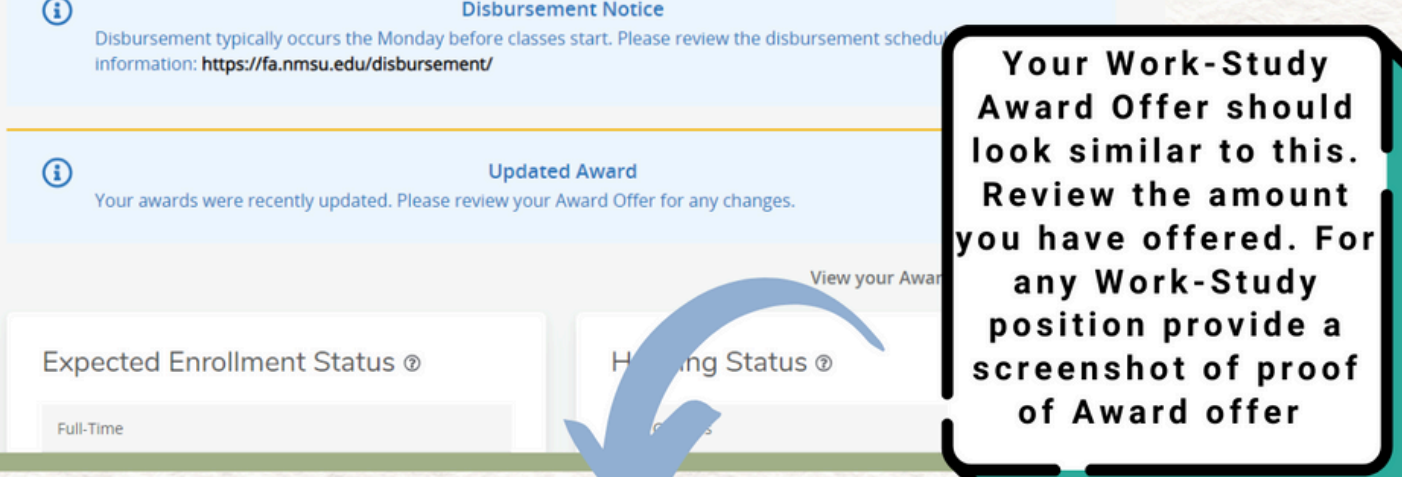
Tip : Ensure you are viewing the correct Aid year



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"



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

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

Example of Accepted Work-Study Award

OLD. Shape the Future.
Mexico State University



Options to Pay Net Cost

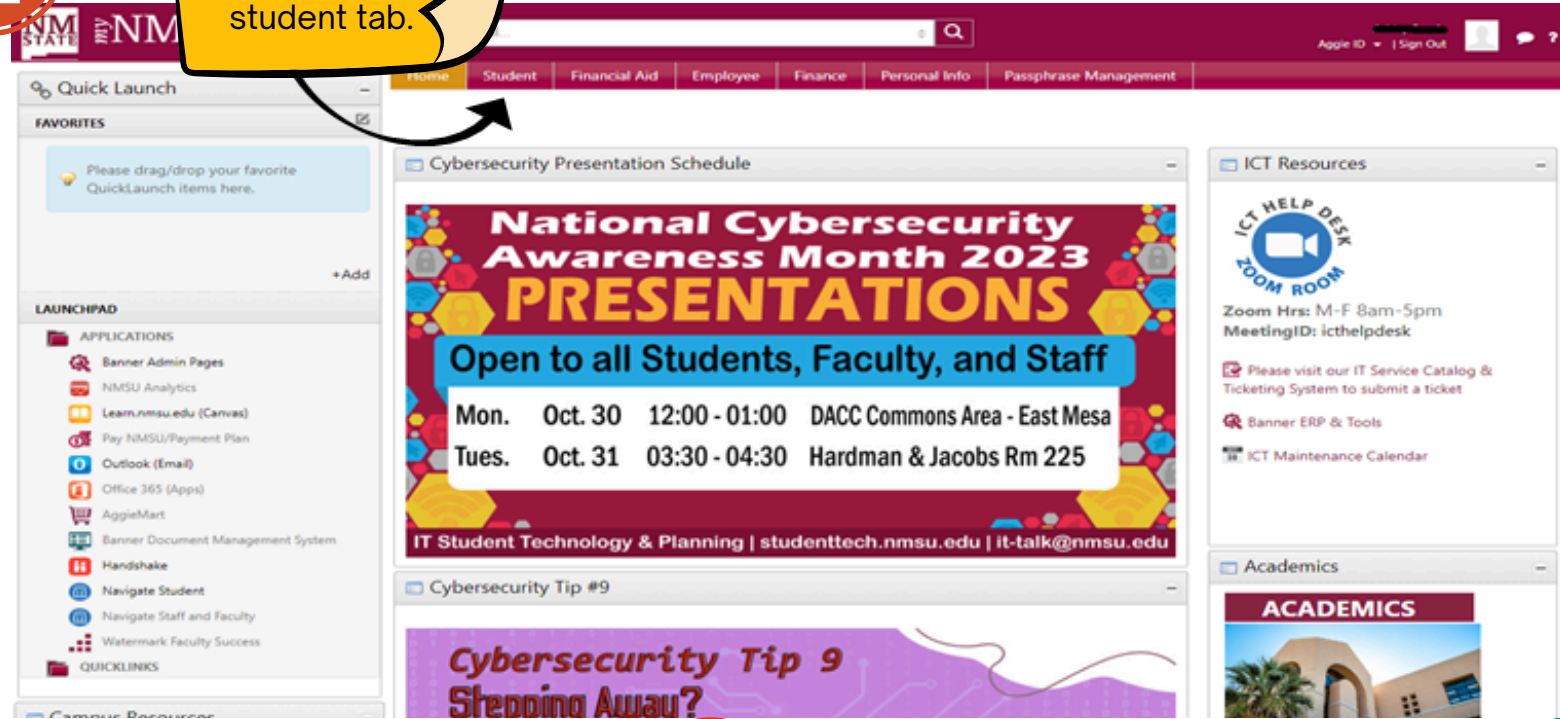
Work ⓘ

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

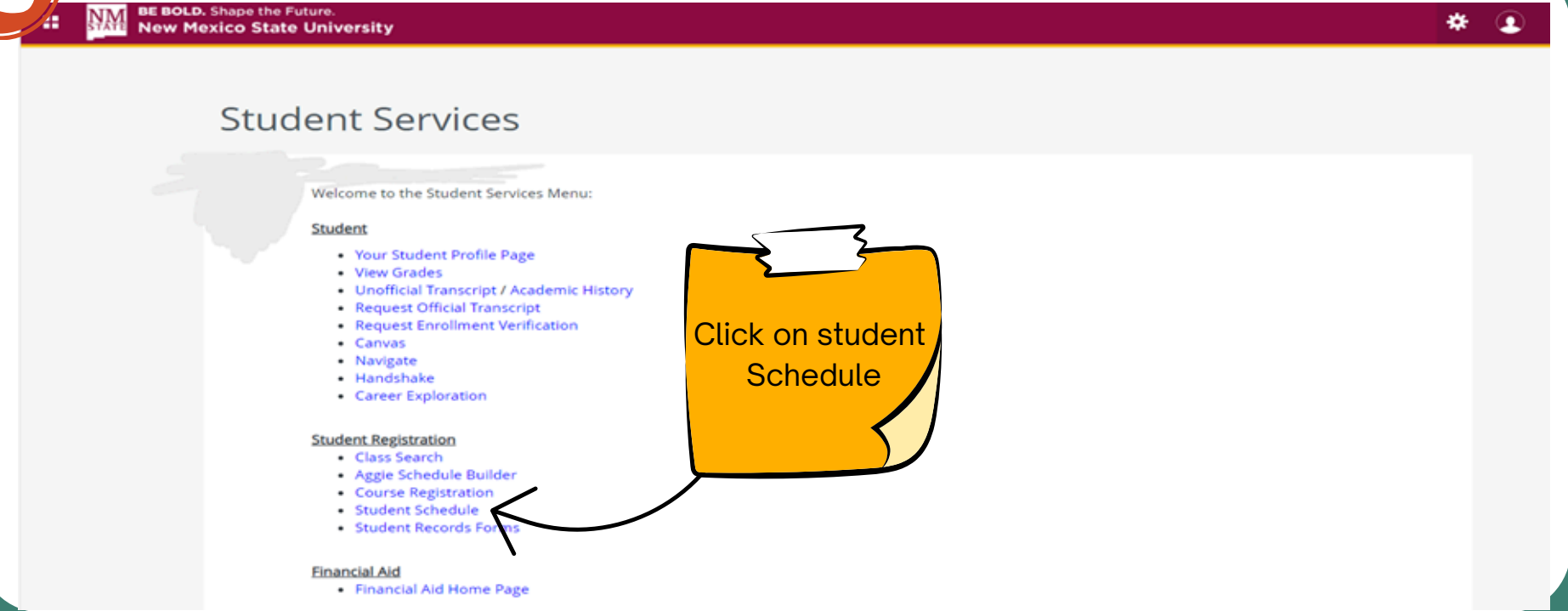
Steps to Get to Concise Schedule

1

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



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:

Classification:

Level:

College:

Major and Department:

Freshmen

Undergraduate

Health/Education/Social Transf

Pre-Nursing, Nursing

Health/Education/Social Transf

Address:

Cordis Park, New Mexico 87017

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

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

Workable Hours with Class Schedule

Lunch break Requirements per Work-Study policy:

- An 8-hour day=one-hour lunch break.
- A 6–7 hour day= 30-minute lunch break.
- Anything less than a 6 hour day will not require a lunch break

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.



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.



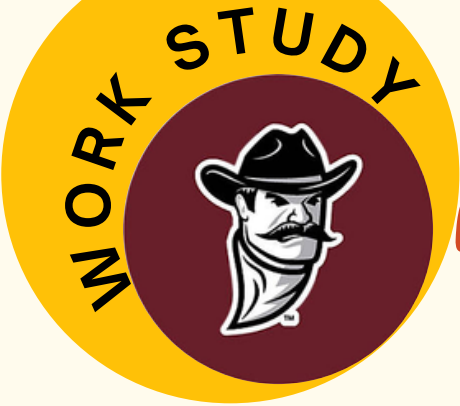
Sign-in Sign-out

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

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

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

Prior Periods

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	Start Time*	End Time*	Shift	Hours
Workstudy Earnings	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.

◆ Waiting List Openings

- ◆ Fall : Mid-July
- ◆ Spring: Mid-December
- ◆ Summer: Mid-April
- ◆ To be considered for Summer you will have to apply via workstudy waiting list.

Link To Waiting List:

<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 cancellation 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.



Am I eligible for Work-Study if i'm apart of the NMSU Global Campus?

Yes, NMSU Global students are eligible to participate in the work-study program. However, work-study employment must be with on Campus departments or approved off-campus agencies located within Dona Ana.



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.



Guidelines for Supervisors/Employers

1

Employers must verify the type of work-study

- **Every academic semester your student employee should provide a printed work-study Award Overview letter**, as an employer adjust work schedules to those funding limits.

Employers must ensure students are actively attending class.

- Failure to regularly attend class may be viewed as an unofficial withdrawal which would make students ineligible.
- Employers are responsible for students' payroll at 100% if the student is determined to be no longer eligible for work-study

Monitor the hours worked by students

- Employers are responsible for ensuring work-study students monitor their worked hours on a weekly basis to avoid any conflict at the end of the pay period.
- This includes ensuring work-study employees **do not exceed 20 worked hours per week.**

Keep track of all students' work-study hours

- It is very important that the student does not exceed the award amount.
- **The department must pay 100% of the overage. Employers will be billed back for students working past semester funding limits and allowable employment dates.**



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



Phone: 575-646-4105



Educational Services Center,
Suite 600