

# FEDERAL WORK-STUDY (FWS) SUPERVISOR & TIMEKEEPER TRAINING

Presented by the Office of Financial Aid & Scholarships, Federal Work-Study Team

## COURSE DESCRIPTION

Master the fundamental practices regarding CSUSB's Federal Work-Study (FWS) program, job posting website, and student payroll certification. Facilitators will provide an overview of the hiring process for both Summer and Fall appointments. Completion of the course and assessment are required prior to hiring FWS students; this course and assessment must be renewed EACH Academic Year.

*\*Course must be completed in CSULearn for credit; certificate of completion is required for validation.*

## FACILITATED BY

Patricia Aguilera & Leslie Delgadillo, *Office of Financial Aid & Scholarships*

## DATES & TIMES

Tuesday, July 20, 2021 (2:00pm-4:00pm)

Tuesday, August 10, 2021 (10:00am - 12:00pm)

## REGISTRATION INFORMATION

*\*These sessions will be held virtually via Zoom. Please pre-register to obtain the Zoom meeting information.*

### On-Campus Employers:

Please register online via CSULearn.

- Log in to myCoyote
- Select the 'My Employment' tile and click 'CSULearn'
- Select the 'Training Schedule' widget
- Search for the course by title in the 'Activities Calendar'
- Select course and 'Register' for desired session

### Off-Campus Employers:

Please email [staffdevelopmentcenter@csusb.edu](mailto:staffdevelopmentcenter@csusb.edu) to register.

*If you are having trouble registering for a course, or are in need of an accommodation to attend a session, please call (909) 537 - 3125 or email [staffdevelopmentcenter@csusb.edu](mailto:staffdevelopmentcenter@csusb.edu). Please note that accommodation requests must be submitted at least 72 hours in advance of scheduled event.*