

Glossary of Frequently Used Terms

CATS PIN - A 6-8 digit/letter password for CATSWEB.

Catsweb - Portal site providing student services such as NET ID creation, email accounts, class registration, grades, billing, links to financial aid, etc.

Community Work Study – Work performed off-campus that must be in the public’s interest. Employer must be an approved community work study site. A list of FWS jobs are available on Jobs4Cats.

Eligibility Notification Form - Available on My Financial Aid under the Awards page. This form must be submitted to financial aid and signed by you and your employer **after** you have been hired, **but before** you start working your job. It states how much money you have been awarded in work-study funds, and it is the maximum amount that you can work. It also includes the earliest date that you can use your funds.

Federal Work Study (FWS) – A form of financial aid that helps students who show financial need to earn a portion of their educational expenses through employment.

Grievance – Process of appealing matters regarding employment which are unjust, improper or unwarranted.

I-9 – Employment Eligibility Verification form required for employment in the U.S.

Jobs4Cats – Like other job search sites, Jobs4Cats is Texas State Career Service’ site that lists job openings on and off campus. Jobs4Cats is not connected with the university data systems in any way. Changes made with any university records are not automatically updated with Jobs4Cats. It is a password protected system that is only available to alumni and current Texas State students.

Jobs4Cats password – Password used exclusively for this system and it can be any letter or number combination. Career Services recommends that you use your Texas State password.

Jobs4Cats username - Username used exclusively for this system and it can be any letter or number combination Career Services recommends that you use your Texas State NetID.

Regular Wage – Describes positions in which the workers are paid from a departmental budget, not work study.

SAP – Online employee management system. Student employees perform functions such as (1) change address, (2) set-up direct deposit, (3) enter time worked, (4) view pay statements and (5) print W2 forms.

SAP Password – This password is automatically generated when your employment paperwork is processed. You are able to change the randomly generated password, and you will be prompted to change it regularly.

SAP Username – Normally this is your NetID.

Texas State NetID – It is usually a letter and number combination taking the first letter of your first and last name followed by numbers. It can be created online, and you must be an enrolled student of Texas State.

Texas State Password – A 6-8 digit/letter password used for Bobcat Mail, TRACs and Catsweb applications.

W-2 – Wage and Tax Statement Form used to file for income taxes

W-4 – Income tax form used to determine tax withholding or tax exemption