

## Process to Request a Federal Work Study Student

Updated 10/04/2017

### **Overview:**

The following process is to be used for requesting a new federal work study student. The main difference between a student worker and a federal work study is that instead of paying the entire salary for the student the department is only required to pay 17% as the rest is paid through the student's financial aid.

### **Process:**

1. The Division/Department requesting a new federal work study student will contact the Federal Work Study office to request the '*payroll authorization form*' for the semester needed.
2. The form should be sent back to the federal work study office for posting of the FWS position to the Integrated Employment System (IES) website. The following information is required on the *payroll authorization form*:
  - Department Number
  - Department Name
  - Part-time
  - Work Hours
  - Job Summary
  - Anticipated length of assignment
  - Supervisor Name
3. Once the payroll authorization is received, the FWS office will create the posting through IES.
4. The FWS office will send the link to IES to review candidates as the students are applying. It will be the departments/divisions responsibility to choose the employee through a formal interview process unless they already have a candidate in mind. *Please keep in mind that the students **MUST** be eligible for FWS. You can check this through the last question of the application.*
5. Once the employee is chosen after the interview process the student needs to bring their FWS packet to you, as the supervisor, to complete. The employee will submit this to the FWS office.
6. Depending if the employee has never worked for the University before, they must complete the onboarding process with FWS. This will include new employee orientation, background check, drug screen, and I-9 paperwork. Depending on how long it takes the employee to complete these requirements, it could push back the start date.
7. The student will complete a timesheet each pay period in which must be signed by the supervisor. The timesheet is taken to the FWS for processing of payroll. If the student has any questions regarding their payroll they will need to work with the FWS office.

### **Resources:**

[FWS Website](#)

[FWS Timesheet](#)