How to apply for Federal Work Study (FWS) jobs
(for work during September, 2012 - May, 2013)

NEW for 2012-13: In order to allow more students to benefit from the FWS program we are limiting their participation to 3 years. For example, if a student has been in any FWS job for 3 years (6 semesters) they will no longer be eligible to be hired as a FWS student.

1. Student completes FAFSA (Free Application for Federal Student Aid) for 2012-2013.

2. Student provides all required documentation to Financial Aid Office (student must have a complete, reviewed file in Financial Aid Office).

3. Beginning August 1, 2012 eligible students pick up FWS Student Agreement at the Financial Aid Office, complete it and submit it to the Financial Aid Office FWS Program Coordinator.

4. Read the Student FWS Packet available for students to pick up at the Financial Aid Office.

5. Beginning August 15, 2012, the first jobs will be posted on the FWS bulletin board outside of the Financial Aid Office. Also, students that have previously submitted Student Agreements may pick up their Work Authorization from the Financial Aid Office.

6. Student reads job postings and contacts hiring supervisor(s) for an interview.

7. Student takes the Work Authorization to meet with the interviewing Supervisor.

8. Supervisor agrees to hire student and signs the Work Authorization, including job title and hourly rate. Also, the student’s signature acknowledges that this is the only FWS job the student will have for this academic year.


10. If the student has previously worked on campus: the Work Study coordinator will produce a Student Assistant Employee Notification (SAEN). The SAEN has the starting date, pay rate, valid TB test date, etc.
The SAEN must be signed by the Supervisor and Alternate Supervisor and returned for signature at the F. A. Office.

If the student has **not** previously worked on campus: complete the **HR Hiring Packet** and return it with the necessary documentation (i.e., driver’s license, social security card, and the blue TB card from our campus health center to indicate a current TB test has been passed) to the Financial Aid Office. With this completed packet, the Work Study coordinator produces the SAEN for the Supervisor and Alternate Supervisor to sign. The SAEN has the starting date, pay rate, etc.

11. Once the signed SAEN has been returned to the Financial Aid Office the student is hired.

12. The student’s **Time Sheet** is emailed to the supervisor along with a schedule of when the time sheets are due. The student worker and their supervisor log the student’s working hours on the computer. A monthly the time sheet is printed, **signed by both student and supervisor** and submitted to the Financial Aid Office.

13. Pay dates are monthly; generally, the last working day of the month. Paychecks are picked up at the HR reception desk in the main lobby of the Human Resources department between 11:00 AM and 2:00 PM on paydays. If pay checks are not picked up during that time, they will be mailed out to the student’s home address.