

Federal Work Study (FWS) Procedures

- Requests go through Career Services
 - Request form: <http://goo.gl/forms/mTSgfG6lOv> Requests due by July 15th.
 - Positions will post on Charger Path
 - Once applications are received, provide Christopher Smith with a list of those students you're interested in.
 - Career Services will determine which students are eligible for FWS funds and the amount of their award, then provide you with that information.
 - Once you have selected a student to hire, move forward with standard student hiring procedures
 - Initiate background check and provide student a verbal offer (written offer provided upon satisfactory return of background check).
 - Upon receipt of satisfactory background results:
 - Provide student with written offer
 - Complete hiring information on On-Campus Employment Application
 - Complete Job Description
 - Forward copy of application and Job Description to Career Services
 - **Students cannot begin work without a satisfactory background check and completion of their I-9 and Payroll information.**
 - Career Services will provide your department with the org code and position number(s) for your work study students
- Students work dates align with semester (1st day of class through the last day of final exams)
- Remember that FWS award is for the fall/spring semesters (~32 weeks). If students work through breaks(fall, winter, spring), it could decrease the amount of time they will be able to work in the spring semester.