

Federal Work Study (FWS) Procedures

1. A survey is circulated every year in June from the office of Student Affairs to establish need for FWS in each department. All intentions to hire FWS for the year must be addressed at this time.
2. Once approved, your department will post/monitor the position on Charger Path so students may apply. **-Note, if you are re-hiring a student you may skip to step 4.**
3. Schedule interviews with the students to determine potential hires.
4. All vetting and eligibility inquiries should be sent to: **Sandi Wise** at chargerstudentemployment@uah.edu Please include the name and A# of potential hires. FWS Org codes and position numbers can also be obtained through this email.

5. Make verbal offer to student(s) that are to be hired.

6. Follow standard student hiring procedures:

1. Initiate background check with HR.
2. Upon successful outcome of background check, extend formal offer letter.

7. Provide copies of completed on-campus application with drug-free statement, offer letter, job description, and Co-op/Internship Statement of Agreement (for internships) to HR and Career Services.

*Students cannot begin work without a satisfactory background check and completion of their I-9 and Payroll information.

8. Direct the students(s) to register with Career Services.

1. Register the correct OCS CRN in Banner.
2. Complete the Beginning of Term form in Charger Path within the first week of their start date.
3. Complete the End of Term form in Charger Path before finals.

9. Reminders:

1. Work dates align with the semester- **the first day of class to the last day of finals.**
2. FWS funding is awarded for the fall & spring semesters (32 weeks total). If students work through breaks, the amount of time they are able to work at the end of the academic year may be reduced.

EXCEPTIONS: Training can begin up to 5 days prior to the start of class. Students may work during breaks and in between Fall and Spring semester, but **NOT during the summer.**

10. **Please note** -FWS positions that are degree related are considered **internships** and should register through Career Services at: intern@uah.edu