Federal Work Study Hiring Process

Hello Work Study Supervisors,

As you may know, we are implementing a new process for hiring Federal Work Study (FWS) students. We want to make sure each FWS supervisor understands the process and the requirements. Below you will find information/instructions on how to make the hiring and work process go more smoothly.

1. **Check eligibility:** It is very important that before a student interviews, you make sure they are eligible to receive federal work study funds. Students can check this either by contacting our office, checking campus connect, or looking at their award letter. I would also recommend that the department check the student’s eligibility with the Financial Aid Office before they interview.

2. Job openings will be posted on the web at www.sautech.edu. Students will then choose which job(s) they want to apply for.

3. When a student comes to your office to apply you can give them a FWS job application – these are available in the Financial Aid Office.

4. It will be up to the FWS supervisor as to whom you choose to interview and hire. Once you make a decision, notify the Financial Aid Office. We will double check the students’ eligibility, contact the student about the job and begin the paperwork. As long as the student is eligible and we find no other problems the student can start work immediately. You should work with the student to establish a weekly work schedule that is mutually beneficial. Also, the Financial Aid Office will let you, and the student, know how many hours they are eligible to work each week.

5. Once a month you will submit a timesheet to the financial aid office and we will process it for payment. It is very important to make sure the student does not exceed his/her number of hours. If you have an emergency and need the student to work extra hours please contact financial aid to make sure the student is eligible.

You can obtain a copy of the job application, timesheet and contract you will sign when a student is hired from the Financial Aid Office. Finally, we will need a short job description from you that we can post with the job opening. This will give the students an idea of what they will be expected to do. If you have any questions feel free to call Kimberly Nix (ext. 4511) in the Financial Aid Office.