How to apply for Federal Work Study (FWS) jobs (for work during August 26, 2019 – May 22, 2020)

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 2019-2020.

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

3. Beginning now eligible students with completed files can 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 in July, the first jobs will be posted on the Financial Aid website under programs and select Federal Work Study. Students can pick up their Work Authorization within 48 hours after they submit the FWS Student Agreement.

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) that will be available after 24 HR. 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. (Student cannot begin working until this form has been completed and turned in to Financial Aid.)

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. Effective December 1, 2017 hourly employees will be required to enter their timesheets through Web Time Entry (WTE) in Self Service Banner (SSB). Employees are encouraged to record their hours worked on a daily basis. WTE timesheets will require online approval by the supervisor. Web Time entries must be submitted & approved by supervisor by the 15th of each month.

13. Pay dates are monthly; generally, 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.