Federal Work Study Procedures

1. Student applies for federal financial aid. If work is requested and student is eligible, the code WORK will be given to the student. This code has a message associated with it that notifies the student that they have eligibility for work study. If they are able to find a department with a position available, they can be awarded Federal Work Study.

2. Campus departments are awarded a set number of positions. The department will have an original work study request form and will make front/back copies as needed.

3. Student contacts department regarding FWS position. Department decides to hire student.

4. Federal Work Study request form is completed by department and student. Payroll documents and a copy of the student’s driver’s license and social security card should be completed by the student with Payroll. Do not send employment papers (tax papers) to the Financial Assistance office.

   The work study request form must be sent with student to be authorized to work. Do not send the request form with student if payroll documents have been completed in a previous year. Students who have worked on campus before do not need to complete new tax paperwork.

5. Federal Work Study request form with student (if needed) is sent to the Financial Aid Office.


7. Financial Aid Office checks to see if department has an opening.

8. If the student is eligible and department has an opening, WORK is deleted from RPAAWRD and CWS is added for the same amount.

9. If the student is eligible and department has an opening, the student is listed in the work study spreadsheet as an employee of that department.

10. If the student is eligible and the department has a position available, the financial aid sections of the work study request form are completed by the financial aid office.

11. One copy of the front of the work study request form is made. They are distributed as follows:
   - Original form is returned to the department.
   - Copy and student (if required) are sent to Samantha.

12. **Student begins working when original work study request form is authorized and returned to department. STUDENTS CANNOT WORK UNTIL THE DEPARTMENT RECEIVES THE APPROVED WORK STUDY AUTHORIZATION FORM BACK FROM FINANCIAL AID. Do not allow a student to begin working based on verbal approval.**

13. Form RJASEAR is completed in BANNER by the Financial Aid Office.

14. Samantha Phillips (Payroll office) puts student on FWS payroll.

15. At the end of the employment period (usually in May), department completes the termination and evaluation section of the work study request form (located on the back) and mails it to Samantha.

   Note: Summer school work study employees must re-apply for financial aid and summer employment papers must be completed even if they worked for you during the Fall/Spring semesters. Termination papers should also be completed at the end of the summer before the student begins Fall employment.

   Students are paid an hourly wage for actual hours worked. **This is NOT A SALARIED POSITION.**

   Departments should make special note of each item in bold.

   Questions should be directed to Lyle Cole at 4859.