

Federal Work-Study (FWS) Employee Request Form

- FWS Supervisors submit a FWS Job Description Form (Level 1, 2, or Community Service) to the Office of Financial Aid. The job will be posted on the website, and sent to students through Canvas indicating available positions within the departments.
- FWS Supervisors will have an opportunity to review the completed applications on file in the Office of Career Services, and select students for interviews.
- Once a student is selected, the FWS Supervisor must complete and submit the below FWS Employee Request Form to the Office of Financial Aid indicating the student selected for employment.
- Student employees should not begin working until they have received final clearance via e-mail from the Office of Financial Aid. *(Pending approval from Financial Aid and Human Resources)*. **If a student is ineligible for the program, they will receive notification (FWS Denial letter) from the Office of Financial Aid.**

Step I: To be completed by FWS Supervisor when extending a Job Offer:

Last name	First name	Student ID	DOB
has been selected to fill the position of _____			
Job Title			
with _____		under the supervision of _____	
Department name		FWS Supervisor name	
Semester(s) Requesting: Summer _____ Fall _____ Spring _____ (if funds available)			
Signature of FWS Supervisor		Date	

Step II: To be completed by Financial Aid Advisor:

Student is awarded: \$ _____ FWS Summer \$ _____ FWS Fall \$ _____ FWS Spring \$ _____ FWS Interim Sum \$ _____ FWS Interim Fall \$ _____ FWS Interim Spring	For FA use only: Eligible: __Y__N (If no, why: __no need, __SAP, __no FAFSA, __other) Verified: __Y__N Awarded: __Y__N Authorized: __Y__N
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The student has been awarded a total of \$ _____ for the 20 _____ award year. Above is the breakdown per semester. **This award amount equates to _____ hours per week which is the maximum amount a student can work per week.** However, students are not required to work the maximum amount of hours per week. The total hours the student can work per semester is Summer _____ Fall _____ Spring _____. The student's pay rate is \$ _____. (\$8.00 - level 1, \$9.00 - level 2 & Community Service)

Begin (Authorized) Date: _____ End Date: _____

Signature of Financial Aid Advisor	Date
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Step III: To be completed by Human Resources:

This student's background check has been cleared and the student has completed the required onboarding process. The amount of time it took for the student to complete the onboarding process has been applied to the student's timesheet and it has been submitted to the supervisor. The student is eligible to work up to the total number of hours indicated in Step II of this form. **Hours worked beyond this amount without approval will NOT be covered by FWS funds.**

Once the student has completed their onboarding with Human Resources and has been awarded and authorized by Financial Aid, the supervisor will receive an email from the Office of Financial Aid stating that the student can begin working and a copy of the completed FWS Employee Request Form.

FWS Supervisors: No student will be allowed to work until his or her FWS Employee Request Form has been signed by the Office of Financial Aid and HR. Any student working without proper authorization will be paid from the hiring department's budget.

Signature of HR Representative

Date

**** NOTE: STUDENTS CANNOT BEGIN WORKING UNTIL ALL STEPS HAVE BEEN COMPLETED. ****

CAMPUS:

Monroe (Main)

Bastrop

Jonesboro

Lake Providence

Ruston

Tallulah

West Monroe

Winnsboro