17AY Federal Work-Study Hiring Process

1. Prepare the FWS Job Description.

2. Send it to FWS Specialist: signorkn@slu.edu

3. Post the job through Career Services (977-2828) Handshake. For assistance with posting jobs, contact Career Services at 977-2801.

4. Interview students, have student provide a copy of FWS award notification to verify FWS eligibility or,

5. Once you know who you want to hire, complete the FWS Request Form, and forward to my email at signorkn@slu.edu. I will determine the student’s eligibility and send it back to you.

8. If the student is eligible, create and submit their EPAF.

**Some important information you will need for the EPAF**

Fall/Spring dates: August 21, 2016 - May 20, 2017

FWS Fund Code: 397216 (July 1, 2016 - June 30, 2017)

FWS Account Number: 662000


Minimum Wage: $7.65 per hour, *increased to $7.70 per hour 1/1/17.

8. Instruct the student to complete Form W-4, proof of eligibility to work (Form I-9), and direct deposit enrollment information with Human Resources.

9. Once the EPAF is approved by all approvers, a time sheet is created in the student’s “MySLU”, where they can log their hours.

**ALL FWS FORMS AVAILABLE AT FINAID.SLU.EDU UNDER FACULTY/STAFF DOCUMENTS.**