Federal Work-Study Hiring Process

1. Prepare the FWS Job Description. This must be done every year.
   http://www.slu.edu/services/fin_aid/forms/11yFWSJobDescription.doc

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


4. Interview students, and once you know who you want to hire, complete the FWS Request Form, found at:  http://www.slu.edu/services/fin_aid/forms/11yfwsrequest.xls.

5. Forward to my email. In order to help expedite processing, please put Fall-Spring REQUEST-- and your department name in the subject line of the email. Also, please use the full nine digits of the students’ Banner ID numbers (including any zeros) with no spaces or dashes on the request form, because copying and pasting them into Banner helps me to work faster.

6. I will determine students’ FWS eligibility and send it back to you as soon as possible. (All requests are processed in order of date requested.) **

7. If the student is eligible, submit their Electronic Personnel Action Form (EPAF).***

***Important information you will need for the EPAF***

- **Fall Term**   August 22, 2010 – December 14, 2010 – up to 15 hours per week
- **Holiday Break**   December 15, 2010 – January 14, 2011 – up to 40 hours per week
- **Spring Term**   January 15, 2011 – May 14, 2011 – up to 15 hours per week

- FWS Fund Code – 397210, FWS Account Number – 662000, FWS Dept # - D004
- Labor Distribution (same as last year since minimum wage didn’t change) – http://www.slu.edu/services/fin_aid/forms/FWSLaborDistribution.pdf
- Minimum wage - $7.25 per hour

8. For new student workers, instruct the student(s) to complete Form W-4 and proof of eligibility to work (Form I-9) with Human Resources.

9. Once the EPAF is approved by all appropriate approvers, a time sheet is created in the students’ MySLU where they can log their hours worked.