

SAINT LOUIS UNIVERSITY™

STUDENT FINANCIAL SERVICES

One Grand Blvd. Phone: 314-977-2350
DuBourg Hall, Room 121 Fax: 314-977-3437
Saint Louis, MO 63103 Email: SFS@SLU.edu

18AY Federal Work-Study Hiring Process

1. Complete the FWS Job Description Form.
2. Send it to FWS Coordinator: jmarti72@slu.edu
3. Post the job through Career Services (977-2828) via Handshake. For assistance with posting jobs, contact Career Services at 977-5481.
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 jmarti72@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 13, 2017 - May 19, 2018

FWS Fund Code: 397217 (July 1, 2017 - June 30, 2018)

FWS Account Number: 662000

Labor Distribution: <http://www.slu.edu/human-resources-home/performance-and-pay/payroll/federal-work-study-calculations-at-765?site=desktop>

Minimum Wage: \$10.00 per hour

The minimum wage will go back down to \$7.70 on 8/28. So if someone is hiring someone between 8/13 and 8/27, they will need put \$10 as the hourly rate (they can do a pay change EPAF for 8/28 or later if they want to pay below \$10 when the minimum wage ends). Anybody hiring after 8/28 could use \$7.70 as the minimum hourly rate.

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.**