

SAINT LOUIS UNIVERSITY™

STUDENT FINANCIAL SERVICES

One Grand Blvd.

DuBourg Hall, Room 121

Saint Louis, MO 63103

Phone: 314-977-2350

Fax: 314-977-3437

Email: SFS@SLU.edu

19AY Federal Work-Study Hiring Process

1. Complete the FWS Job Description Form provided by our office from our website: <http://www.slu.edu/financial-aid/forms.php>. Email it to FWS Coordinator: Julie.martin@slu.edu
2. Post the job through Career Services via Handshake.
 - a. For assistance with posting jobs, contact Career Services at 977-2828.
3. Interview students.
 - a. have student provide a copy of FWS award notification to verify FWS award. Student's financial aid file must be complete as well, no missing items.
4. Once you know who you want to hire:
 - a. if you don't know student's FWS eligibility complete the FWS Request Form and forward to my email at julie.martin@slu.edu. I will determine the student's eligibility and send it back to you. This is a request only and not authorization to begin work.
 - b. if you know the student has a FWS award and their financial aid file is complete you can go to step 5.
5. Create and submit a FWS EPAF.

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

- a. **For New Hires:** Query Date, Current Hire Date, Job Begin Date, Jobs Effective Date, and Personnel Date must all be same. Dates must be the date epaf entered or estimated future date after all approvals are completed on epaf.
- b. **For Rehires:** Query Date, Current Hire Date, Jobs Effective Date, Personnel Date must all be the same. Dates must be the date when epaf was entered or future date after all approvals are completed on epaf.

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: **\$8 per hour**

6. Instruct the student to complete Form W-4, proof of eligibility to work (Form I-9), and direct deposit enrollment information with Human Resources.
7. Once the EPAF is approved by all approvers, a time sheet is created in the student's mySLU and the student can begin working.

ALL FWS FORMS AVAILABLE AT FINAID.SLU.EDU, click on Forms, Scroll down to FACULTY/STAFF DOCUMENTS.