

FEDERAL WORK STUDY PROGRAM

How to hire a FWS student

1. Post position and job description with Career Development Services
 - a. <http://studentservices.fgcu.edu/Careers/hiringstudents.html>
2. Verify with student on his/her FWS eligibility and amount awarded(see Gulfline)
3. Interview student(s) for position
4. Offer student position
5. For FWS students that are new hires
 - a. Complete Payroll Action Form and send to Financial Aid Office
 - b. Must include pay rate, banner index # and banner org #
6. For FWS students that are rehires and have previously completed their payroll-sign on
 - a. Complete Electronic Personnel Action Form (EPAF)
7. Financial Aid will send Department Responsibilities Form to hiring manager for signature
8. Read, sign and return Department Responsibilities Form to Financial Aid Office
9. Financial Aid receives Department Responsibilities Form and will now send Payroll Action Form to Human Resources for new hires or approve EPAF for rehires
10. If student has not worked on campus before, contact Human Resources for the schedule of new employee payroll sign-on
11. Student can now be entered into payroll system and will be able to enter hours worked on Gulfline
12. Hiring manager and student worker should create work schedule to maximize FWS award over academic year
13. Students should not be scheduled to work during designated class time