

## **Supervisors' Instructions to Hire a Federal Work Study (FWS) Student Employee**

Thank you for your interest in employing a Federal Work Study student employee; follow these instructions to complete the process of getting a student employee.

- Complete the on-line [Student Employee Request](#) Form found on the Financial Aid Web Page by selecting Programs then Federal Work Study or clicking on the link above. Your job announcement will be viewed by potential student employees and they will contact you for an interview.
- After students contact you, request a FWS Approval Notice from each candidate you interview to make sure he/she is eligible to participate in the program. Each student eligible for FWS receives an Approval Notice by email.
- Decide which applicant(s) you wish to hire then download a 2013-14 [FWS Student Payroll Authorization](#) (PA) form.
- Complete a PA form for each employee you wish to hire and make sure that you provide all the information requested on it. Incomplete forms will be returned; thereby, delaying the hiring process.
- Send the Payroll Authorization form to the Financial Aid Office by campus mail to the attention of Luis Mancía. Students may walk-in their PA form to the Financial Aid Office in person; however, they will have to wait in line to submit it.
- Instruct students to go to Human Resources (Admin 218) to fill out hiring paperwork; students will need to provide a picture identification card and their social security card as part of their paperwork.
- Wait to receive approval notice from The Human Resources (HR) Office before allowing students to work. Nina from HR will contact you after each student is ready to start working and they will send you a copy of the processed Student Payroll Authorization form for your records. New student employees must go through a Live Scan (electronic fingerprinting) process; this process may take up to five (5) working days. However, there are cases where the Live Scan results are delayed longer. The Human Resources Office reviews the results before allowing students to work.
- Call your student employee once you have received approval from Human Resources and allow your employee to work.
- Contact the FWS Coordinator at (310) 660-3593 x3496 after five (5) working days from the date you send the Student Payroll Authorization form to the Financial Aid Office if you do not receive approval from Human Resources informing you the status of your student employee.
- Inform the FWS Coordinator at (310) 660-3593 x-3496 if a student you hire does not show up to work.
- Supervise your student and make sure that he/she does not exceed his/her FWS Award. Review his/her earnings on a monthly basis to avoid overages. Call the FWS Coordinator for a potential award increase.
- Submit a timesheet to Payroll for your student employee on or about the 19<sup>th</sup> of every month signed by the student, his/her supervisor and the office manager.