

University of Tulsa
Hiring checklist for Federal **Work-Study** Students
(Bold names below are forms)

Student's Name : _____ TU ID # _____

Work Study Award Amount _____

Date
Completed

Send **Request for Federal Work-Study Employment** to Student Financial Services (SFS)

Send **Federal Work-Study Supervisor's Agreement Form** to SFS

Check web site of SFS to see job posting and approved rate of pay

Confirm student's work-study eligibility - On Award letter or student can show you on Web Advisor

Send **FWS Student Employee Hiring Form** to SFS

Receive approved **FWS Student Employee Hiring Form** from SFS

Send first-time employees to Human Resources to complete **employment forms**

Determine work schedule - To average for semester, divide Award Amt for each semester/15 weeks)

Provide Two-week Time Report for Students and Temporary Employees to student in EXCEL format (Do not use paper copy and fill-in by hand unless absolutely necessary)

Provide student with copy of **Fiscal Year Payroll Dates**

Allow employment to begin - hours must be 20 or less per week

Forward completed, authorized time sheet on last day of each pay period

Keep track of amount earned against work-study limit

Stop student's employment if they are close to their award limit

Send **Student/Temporary/Adjunct Payroll Authorization** form to Payroll if employment is to be continued on a budgeted departmental line (when work-study runs out)

Contact SFS at extension 2526 if employment ends or if you have questions