

Hiring Students Under Federal Work-Study (FWS) – Currently Active Position

2022-2023

1. Be sure your position is correctly listed on the [FWS Job Listing](#). Email any changes/updates directly to work-study@holyfamily.edu.
2. When a student contacts you about the position, schedule an interview with the student. During the interview, students have been directed to have access to:
 - 1) their current class schedule,
 - 2) any other work schedules,
 - 3) the amount of their FWS award for the 2022-2023 academic year (accessible via Self Service).
3. Interview the student(s) based on your availability to do so.
4. Once you have decided to hire a student, email work-study@holyfamily.edu with “I would like to hire” *student’s full name* “to work in” *department name*. If you have more than one position in your department, please specify which position the student is being hired to fill.
5. When the student has acquired his/her contract from the Financial Aid Office and submits the FWS contract to you, complete the “Supervisor Section.” Please make a copy of the contract for your records. **The student** must take the completed contract and any additional documents, if required, to the Payroll Office (HFH 209) in person.
6. Please wait until you and the student receive an email from work-study@holyfamily.edu with the subject line “Starting your FWS position.” **The student may begin working the day the email is received, but no earlier.**
7. The contract you sign when you hire student workers lists the award amount and the amount of FWS hours for which a student may work for the year. It is important that you record that information when you sign the contract so you can monitor their hours. When the student gets within 50 hours, the FWS coordinator sends a *courtesy* email to both the student and the supervisor indicating how many hours are left. Students are required to monitor their hours and can check them in their ADP account. As the supervisor, it is ultimately your responsibility to keep track of your student worker’s hours to ensure that you do not approve hours in ADP if they exceed the awarded amount.
8. Please remember that your student workers will be required to adhere to the same COVID-19 guidelines that all employees are to keep each other safe.