Financial Aid Office
9801 Frankford Ave.
Philadelphia, PA 19114
Phone: 267-341-3233
Fax: 215-599-1694
finaid@holyfamily.edu
www.holyfamily.edu/finaid

How Does Federal Work-Study (FWS) Work at Holy Family University?

2021-2022 (FWS) Recipients

1. Read the available positions listed online at http://www.holyfamily.edu/holy-family-fws-job-listings.

2. Contact the supervisor of the department where you are interested in working to set up an interview.

3. Have for reference your class schedule, other work schedules, and your FWS award amount during the interview. (Refer to your financial aid package on Self Service if you are not sure of the award amount.)

4. Once a supervisor has chosen to hire you, the supervisor will contact the FWS Coordinator via email. You will receive an email to your Holy Family email address within one week from work-study@holyfamily.edu with your contract document.

5. Complete the "Student Section" of the contract, and have the supervisor complete the "Supervisor Section."

6. If your contract specifies that additional documents are needed, you can find and download the forms from http://www.holyfamily.edu/finaid-employment-programs and complete them:
    - **I-9 Form** – use your permanent address even if you live on campus;
        - read and understand the I-9 Instructions;
        - bring **original** forms of identification only, copies are not permitted;
        - You may complete the form on your computer and then print it out for a signature. You only need to complete and print page 1; page 2 will be completed by the Payroll Office when you present your documents.
    - **Worker's Compensation Form** – keep page 2/3 for your records;
    - **W-4 Form** (2021) – use your permanent address even if you live on campus
    - **PA Residency Certification Form** – use the physical address where you will be living while you are working under FWs (use your campus address if you live on campus)

7. Bring your contract, all of the forms listed in #6 and your identification documents to the Payroll Office, HFH 209.

8. Wait until you receive an email from work-study@holyfamily.edu with the subject line "Starting your FWS position." **You may not begin working until you receive this email.**

9. After you receive the email "Starting your FWS position," contact your supervisor to find out what day you should report for your first day of work.

10. If you wish to utilize direct deposit – ***this is highly encouraged*** – download the Direct Deposit Form and take it directly to Payroll in HFH 209.