

Federal Work-Study (FWS) Student Worker Hiring Process

Step-by-Step for Supervisors

1. Post the Job

- Use JOBSs via OCPD to post the opening.
- Ensure the job is eligible for FWS funding.

2. Interview & Select Candidate

- Conduct interviews and choose your candidate(s).
- Make a conditional selection.

3. Background Check (if required)

- HR reviews job duties.
- Student completes Hiring Packet documents (with handwritten signature).
- HR sends eligibility email to supervisor once cleared.

4. Authorization Approval

- Supervisor ensures budget authority approval.
- Financial Aid confirm FWS eligibility and prepares work authorization form.
- Student receives new-hire packet.

5. Student Completes New-Hire Packet

- Includes I-9, tax forms, direct deposit, code of ethics.
- Student presents original IDs in person to HR.

6. HR Finalizes Work Authorization

- HR updates system and emails Payroll and supervisor.
- Supervisor should check in with student within 2 business days to confirm Payroll info was received.

7. Payroll Processes Authorization

- Payroll receives documents from HR and processes them.

8. Student Receives Access

- Payroll sends login, timesheet, and pay info to student.

Supervisor is not cc'd follow up with student to confirm receipt.

9. Timesheet Submission

- Student submits time by period end or following Friday.

10. Supervisor Approves Time

- Approve timesheets (paper or electronic) by deadline.

11. Student Gets Paid

- Payroll processes and issues paycheck per calendar.

12. Termination/Closeout

- Follow HR guidance for final payment and record closure.

13. Summer Eligibility (if applicable)

- Confirm spring enrollment and fall intent with HR/FA.

Regular (Non-FWS) Student Worker Hiring Process

Step-by-Step for Supervisors

1. Post the Job

- Use JOBSs via OCPD to post the opening.

2. Interview & Select Candidate

- Conduct interviews and choose your candidate(s).

3. Background Check (if required)

- HR reviews job duties.
- Student completes Hiring Packet documents.
- HR sends eligibility email to supervisor once cleared.

4. Authorization Approval

- Supervisor ensures budget authority approval.
- Supervisor prepares work authorization swa.scsu.southernct.edu
- Student receives new-hire packet.

5. **Student Completes New-Hire Packet**

- Includes I-9, tax forms, direct deposit, code of ethics.
- Student presents original IDs in person to HR.

6. **HR Finalizes Work Authorization**

- HR updates system and emails Payroll and supervisor.
- Supervisor should check in with student within 2 business days to confirm Payroll info was received.

7. **Payroll Processes Authorization**

- Payroll receives documents from HR and processes them.

8. **Student Receives Access**

- Payroll sends login, timesheet, and pay info to student.

9. **Timesheet Submission**

- Student submits time by period end or following Friday.

10. **Supervisor Approves Time**

- Approve timesheets (paper or electronic) by deadline.

11. **Student Gets Paid**

- Payroll processes and issues paycheck per calendar.

12. **Termination/Closeout**

- Follow HR guidance for final payment and record closure.

Supervisor Reminders

- **Wait for HR's eligibility email** before scheduling a start date.
- **Check in with student within 2 business days** of HR clearance to confirm Payroll info was received.
- **Approve timesheets on time** to avoid delayed pay.
- **Direct all pay and direct deposit questions to Payroll.**

- For FWS: Watch for budget cap alerts (to be added to email templates).