

WHEN TO USE A FEDERAL WORK-STUDY STUDENT AUTHORIZATION FORM

- **Hiring** a new Federal Work-Study student worker or appointing a current FWS Student to an additional or existing job.
- **Changes to current Federal Work-Study positions:** salary, index code, or change of dates.
Complete Job Information and Payment sections of authorization.

DEPARTMENT - SECTION

- The **Job Information** section must be completed on ALL Work-Study Employment Authorizations.

PAYMENT INFORMATION/BUDGET APPROVAL

- Students must be paid hourly
- Account numbers that can be used on a Federal Work Study authorization include:

Number	Definition	Notes
6062	Dept. Charge	Hourly
6063	Federal Work-Study Chrg	Hourly

Note: 2007-2008 Federal Work-Study Index is (O01407)

ADDITIONAL NOTES

- Make sure all information is filled out completely (i.e. index, org#, and end date). If any information is missing, the authorization will be returned, which may cause a pay check delay.
- Federal Work-Study students must be paid with an hourly rate and timesheets submitted.
- Students may work a maximum of 30 hrs per week (40 when classes are not in session).
- International students are not eligible to earn Federal Work-Study.
- Hourly employees cannot be paid by voucher.
- All Work-Study Employment Authorizations within the Academic Division must be approved by the Budget Manager before submittal to the Sponsored Programs or Human Resources Departments.
- Allow a minimum of two business days per office for the student authorizations to circulate. Allow for approval by: Sponsored Programs (where applicable), Human Resources and Payroll.
- Work-Study authorizations no longer require Provost or Budget Office signatures.
- Grants and Contracts with index number "007XX" will no longer need the Budget Office approval.