

Federal Work Study

Student's Expectations and Responsibilities

Prospective federal work study student employees shall:

1. Complete Federal Work Study Application at <https://www.alcorn.edu/admissions/financial-aid/federal-work-study> on the Financial Aid Webpage to be considered for eligibility.
If eligible, you will receive a Federal Work Study (FWS) Authorization Form.
Applications are available yearly from June 15th – August 1st.
2. A student may only apply to a Federal Work Study position, if he/she has received a Federal Work Study Authorization Form from Financial Aid.
Federal Work Study Student positions are located online: <https://jobopps.alcorn.edu/>
3. The student is required to attach the FWS authorization letter to the application in order to be considered for the Federal Work Study position they are applying for.
4. If selected, the student will:
 - A. Complete student employment packets (after notice of hire).
 - B. Provide documentation of work eligibility.
 - C. Report for scheduled employee orientation with HRM/SEC.
 - D. Provide payroll information to Bank Mobile.
 - E. Report for work as scheduled.
 - F. Submit hours worked via timesheet to their supervisor for approval.
 - G. Notify the Payroll Office of federal and/or state tax changes, as applicable.

Supervisors Expectations and Responsibilities

Hiring supervisors interested in selecting Federal Work Study students within their department, should do the following:

1. Post a position online using the job posting access portal (PeopleAdmin): <https://jobopps.alcorn.edu/hr/sessions/new>
2. Review student applications via PeopleAdmin.
3. Send list of student applicants selected to the Financial Aid Programs Coordinator and copy to sec@alcorn.edu
4. Complete an EPAF for students using the authorization letter uploaded in their documents submitted for consideration.
5. Orientate students after students' complete hire paperwork.
6. Approve student time sheets and submit to Financial Aid Programs Coordinator for final approval.