Federal Work Study
Student Employment Center

Hiring Process
Financial Aid Responsibilities

- Federal Work Study Application Process
- Students receive FWS Authorization letter and must attach it to application on PeopleAdmin to be considered for FWS Employment
- Share advertising and process to students and hiring departments in the student notice by email
- Monitor the FWS Student Applications on PeopleAdmin to ensure students hired received Federal Work Study authorization
- Approve EPAF
- Review and approve student time sheets submitted by supervisors to ensure students do not exceed time and award amount
Student Employment Center Responsibilities

- After department supervisors create the FWS postings, SEC will review the postings for verbiage and job requirements before posting to the website.
- Send offer letters to students after receiving hiring proposals from supervisors of selected student hires through PeopleAdmin.
- Process student new hire paperwork for each student to include I-9 and tax paperwork (share the information with Financial Aid) once received from department supervisors.
- Approve EPAFS.
- Input deductions.
Hiring Department Responsibilities

- Complete the position requisition form and submit to hrm@alcorn.edu
- Post position online via PeopleAdmin
- Review student applicants via PeopleAdmin, conduct interviews, and select candidate for hire
- Create hiring proposal for the selected hire in PeopleAdmin
- Contact student via contact information on application
- Give directions to students to complete new hire paperwork and work schedule
- Complete EPAF for each student by 21st of each month using the Federal Work Study Authorization Form that’s attached to the student application
- When completing EPAF please include the supervisor in the comment section
- Orientate students after students complete new hire paperwork
  -a. Student employee handbook
  -b. Student job description
  -c. Completing and submitting timesheets on Banner Online
- Approve student time sheets and submit to Financial Aid:
  Financial Aid Programs Coordinator, Mrs. Reynolds for approval
Payroll Responsibilities

- Apply student EPAFS
Student Responsibilities

- Follow all FWS and SEC Guidelines to include application process
- Apply to FWS positions online after receiving authorization notification from Financial Aid
- Attach authorization notification to application under other documents
- Sign student offer letter, complete student hire paperwork and submit documents to the department managers for review.
  (This process is electronic and can be completed online.)
- A student cannot begin work until all paperwork is complete and submitted to proper departments.
- Complete timesheets and submit to supervisors for approval
- If not received by the deadline, the student will be paid on the next pay cycle
THANK YOU

hrm@alcorn.edu

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