

# Federal Work Study – Supervisor Flow-Chart

## Step 1

- Department must submit an updated Employee Request Form by May 15 of each year to be included on the Job Listings

## Step 2

- If a FWS student inquire about an open position you have the right to ask for resume, interview and put the student under probation.
- Make sure that they have an 'award letter' with them

## Step 3

- The completed (signed and dated) Employment Paperwork must be submitted one week before the FWS student can start working.
- Student must return the completed paperwork to Aileen at the Financial Aid Office

## Step 4

- Train and discuss the job responsibility with your FWS student(s)

## Step 5

- It is your responsibility to review and approve your FWS student/s WebEntry Timesheet every 2<sup>nd</sup> of each month

## Step 6

- You will be sent a monthly Balance Statement of your FWS student(s) every 15<sup>th</sup> of each month
- Use this information to make sure that your FWS student/s does not go over their award for the semester