Hiring Process for a Work Study Student:

1. Offer is made to potential student employee and award amount is confirmed with the student. Work study funds are disbursed to the student’s SOAR account and can be viewed there.

2. Hiring department completes a Personnel Action Form (PAF) to hire the student. The PAF is given to potential student employee. They will need to come by our office to complete the Tax Packet before they can begin working. **The student cannot start work until ALL paperwork has been submitted to HR.**
   a. The student will need to bring two forms of original ID (Examples: Driver’s license, Social Security Card, Birth Certificate, Passport). Keep in mind that must be the original forms of ID (We cannot accept copies of these IDs) and that both documents have the exact same name on them.
   b. The student will also need to provide either a voided check or a document from their bank that has their routing and account numbers on it.

3. If the student has not worked for the university in over a year, they will need to complete the above mentioned paperwork. If it has been less than one year since they worked for the university, HR will need to review their documents and additional information may be needed.

4. PAF dates must coincide with the academic year. You can begin your work study student as early as 2 days before classes begin. The student must stop work on the date of commencement.

Reminders for hiring a work study student employee:

- When determining the number of hours the student can work based on their award amount, you can use the following formula: Award amount for the semester ÷ rate of pay ÷ the number of weeks in the semester = total number of hours allowed. Example: $2000.00 ÷ $7.25 ÷ 17 = 16.23. This means your student could work 16 hours per week and if they work 16 hours per week at the $7.25 rate, they should not run out of work study funds during that semester. Should the student run out of funds, the department will have to either terminate the student or switch them to wages via a PAF.
- Students will know if they have been awarded work study because it is posted to their SOAR account just like any other Financial Aid. When you are recruiting or interviewing your possible student hires, make sure to ask them if it has been posted to that account and what that amount is!
- Once the paperwork arrives in the HR, the SOAR account is always checked prior to entry. If HR receives the paperwork and the award is not listed for the student, we will contact the hiring department.
- Departments are charged only worker’s compensation percent of fringes on student employees, as they are exempt from FICA taxes based on full time enrollment.
- All student employees must be enrolled in classes for 12 or more hours in order to be employed as a work study student.
- All paperwork that is received late will affect the student’s start date.
- Work study students are paid biweekly. Biweekly Pay Date Calendar
- Students are not eligible for unemployment compensation.
- This will charge to the wage line of the budget.