

# FEDERAL WORK-STUDY HIRING CHECKLIST

- **Ask the student for a Job Referral Form:** the Referral Form is your confirmation of the student's award. Every student who has an FWS award & is currently eligible to work can log into the FWS on-line system & produce a referral form. If the student needs help there are instructions on the SFA web site: <http://sfa.osu.edu/Jobs/>
- **Verify the student's enrollment:**  
Students must be scheduled for classes
  - Undergrads must have 6 hours or more
  - Graduates must have 4 hours or more
  - Law students must have 4 hours or more**Summer hours can be any combination of quarter hours, 1<sup>st</sup> term hours or 2<sup>nd</sup> term hours**
- **Verify that the student's instructional and general fees are paid:**  
You should be able to verify fee payment on SIS through **Campus Community > Student Services Center (Student)**.
- **Assign a pay rate within the FWS pay range:**  
FWS pay rates are flexible, but only within the pay range assigned when the position is created. You may pay any rate within the assigned range.
- **No need to enter a Placement Record!**  
No placement record is necessary effective summer, 2009. Hiring the student on PeopleSoft HR is all that is necessary.
- **Then, do all the other things you need to do when hiring a student.**

## WARNING!

**Students will only be paid with FWS funds (fund 014002 or account 60155) if they meet certain eligibility criteria. Students who do not meet these criteria will be paid initially on your fund and account 60131 if you attempt to pay them on FWS. To be paid with FWS funds, a student must:**

- Have a FWS award
- Have accepted the award
- Be enrolled at least half-time for the current term
- Have fees paid for the current term
- Have enough remaining FWS eligibility to pay the entire amount you are charging to FWS
- Be eligible to receive federal financial aid funds