

# Federal Work Study Student Employee Hire Checklist (Supervisor)

## 1. Verify student's eligibility for Work Study

- a. Can reach out to [finaid@hawkeyecollege.edu](mailto:finaid@hawkeyecollege.edu) or have the student view their Offer on MyHawkeye to show you how much they have been awarded in Federal Work Study funds. *(This helps you know the amount of hours they can work, as well as confirm eligibility. If not work study eligible, you would be hiring as a Departmental Student Employee.)*

## 2. If New Hire

- a. Email [hccjobs@hawkeyecollege.edu](mailto:hccjobs@hawkeyecollege.edu) & [joann.howe@hawkeyecollege.edu](mailto:joann.howe@hawkeyecollege.edu)
  - i. Completed Job Description (MyHawkeye>Departments>Financial Aid>Work Study Forms)
    1. Make sure Cost Codes are completed on Job Description so HR/Payroll can pay out of correct fund
  - ii. Include student's email address so HR can send emails to student (c).
- b. Give student the **Federal Work Study Student Employee Hire Checklist** (MyHawkeye>Departments>Financial Aid>Work Study Forms)
- c. Student will be sent 2 emails
  - i. HR will email student employee hiring paperwork to complete online (email will come from DocuSign)
    1. Student will need to stop by HR with the 2 forms of ID to complete the I-9 form prior to their first day of employment.
  - ii. Background check company (3<sup>rd</sup> Degree Screening) will send email to sign a waiver for the background check.
    1. The check can be completed up to 45 days prior to anticipated start date
- d. HR will let Supervisor know when the student is eligible to start working once all Hiring paperwork is completed and background check has come back.
  - i. **Keep in mind that the student will not be paid if the hiring paperwork is not fully completed**
- e. Contact Jenny Johnson if student employee needs specific door access

## 3. If Returning Student to SAME position

- a. Email [hccjobs@hawkeyecollege.edu](mailto:hccjobs@hawkeyecollege.edu) & [joann.howe@hawkeyecollege.edu](mailto:joann.howe@hawkeyecollege.edu)
  - i. Student Name
  - ii. Student ID
  - iii. Start Date

## 4. If Returning Student to NEW position

- a. Email [hccjobs@hawkeyecollege.edu](mailto:hccjobs@hawkeyecollege.edu) & [joann.howe@hawkeyecollege.edu](mailto:joann.howe@hawkeyecollege.edu)
  - i. New Job Description (MyHawkeye>Departments>Financial Aid>Work Study Forms)
    1. Make sure Cost Codes are completed on Job Description so paid correctly

\*If student is NOT eligible for work study, then the Supervisor will need to submit an employment request through Dynamic Forms for non-FWS eligible students (<https://my.hawkeyecollege.edu/sp-link-redirect/EmploymentRequestForm.html>). HR will let Supervisor know when the student employee can begin working.