## PROCEDURES FOR HIRING STUDENT EMPLOYEES

The following steps detail the required procedures for hiring new student employees.

- 1. Students apply to the department/office in which the student wishes to be employed.
- 2. The supervisor determines if the student worker is a 03 (state/department funded) or 04 (federally funded) worker.
  - Verify with Financial Aid if the student is eligible for 04 funds. Contact Financial Aid and confirm that the student is 04 funded and confirm the amount awarded for each/both semesters.
  - If the student is not eligible for 04 funds, then determine if departmental funds are available and the student can be requested as a 03 worker.
- 3. The supervisor completes the appropriate request form for each student requested (new or returning). Student worker requests can be made for the full or partial academic year (see Student Worker Request form).
  - Students designated as 04 students are requested using the Federal Work Study
     Authorization (FWS) authorization form. The requesting department must have the FWS
     authorization form approved by the Financial Aid Department before the student is hired as
     a 04 worker.
  - Students designated as 0yRsBJETQ0.i