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| lwm1_revk | Off-Campus Federal Work-Study | Student Employment Hiring Procedures  Financial Aid and Scholarship Services |

1. Job Posting/Requisition (REQ) details are submitted by the Agency using the [Off-Campus FWS Job Request](https://studentjobs.asu.edu/off-campus-fws-job-request) form and will be posted to our internal Student Employment Talent Gateway. REQ must be posted for a minimum of 48 hours or 3 applicants, whichever comes first. Student **must** apply to the posted REQ to be considered for hire.
   1. Student Employment Office (SEO) Representative will notify the Agency once the REQ has been posted.
   2. **PLEASE NOTE**: *Job postings posted to the Off-Campus Part-Time Job site are direct hires to your Agency and* ***are not*** *eligible for FWS*.
2. The Agency will receive an email containing candidates who have applied every two weeks unless otherwise arranged. Information provided to the Agency will include the REQ # as well as candidates’ cover letters, resumes and references. The Agency will review these documents and identify candidate(s) for interview.
   1. Agency will notify SEO Representative of candidates who will be offered an interview (candidate name & REQ # are required in all correspondence).
   2. Agency conducts interviews and notifies SEO Representative of outcome, i.e. continue with hire or decline at this stage.
   3. Agency will complete an Interview Evaluation Form or when a candidate is declined, a Disposition Form (both are provided electronically by SEO Representative).
3. If applicable, after the successful interview, the Agency will contact the candidates References & a Reference Check Results Form will be completed by the Agency (provided electronically by SEO representative).
4. The Agency will notify SEO Representative of the candidate(s) they wish to hire and SEO Representative will email FWS Eligibility.
   1. SEO Representative will advise if the candidate(s) is/are eligible and if so, for how much FWS funding for applicable enrollment periods.
5. At this time, the Agency is to submit an [Off-Campus Federal Work-Study Hiring Authorization](https://students.asu.edu/forms/hiring-authorization-form) form to SEO Representative requesting a start date and verify the hourly wage being offered.
6. An Intent to Hire offer will be made to the candidate on behalf of the Agency by SEO Representative. The candidate will need to accept their Offer Letter via their profile on the Student Employment Talent Gateway.
   1. Once the candidate has accepted the Offer, SEO Representative will contact the candidate with next steps (see Step 7).
7. Aside from Agency’s HR process for hire (which may include Background Check, Fingerprint Card, DMV records, etc.), student must complete a brief Orientation with SEO Representative. The student will be contacted to schedule an appointment to check in for Orientation.
   1. Upon completion of the Orientation as well as ASU required paperwork, SEO Representative will finalize the hiring of the student so they are active in ASU’s payroll system.
      1. [HR Payroll Packet & I-9](http://www.asu.edu/hr/forms/payrollpacket.pdf) – Verification to Work.
      2. Student Employee Rights & Responsibilities.
      3. Mandatory ASU New Employee Training (to be completed by student no more than 2 weeks after hire date).
8. Student may begin reporting for employment after HR has processed all paperwork (approximately 3 business days). Student is not to report to work until they have been confirmed, by SEO Representative, to begin.
9. Once student is active in the Payroll System, they will be able to electronically complete their W-4/A-4 via their MyASU/Payroll/Tax Information Tab. The student employee may also set up Direct Deposit (optional).
10. [Timesheets](https://students.asu.edu/forms/fws-off-campus-timesheets) are due every 2 weeks. A [Payroll Schedule](https://students.asu.edu/forms/pay-schedule-fws-tracking-form) is available which outlines dates and times Timesheets are due however, it is ultimately the students’ responsibility to ensure Timesheets are received by SEO on time.
    1. Timesheets must be complete with all required signatures and in the interest of timely reporting, may be faxed or e-mailed to SEO Representative. Timesheets must be submitted for all hours worked during the time period.
    2. SEO Representative will advise of any issues (incorrect reporting, error in addition, missing signatures, etc.) with Timesheets via e-mail.
11. As a result of the [Affordable Care Act](https://cfo.asu.edu/hr-acafaq2), beginning October 1, 2013, Students may not work more than 25 hours per week under ***any*** circumstances. Should a student average more than 25 hours per week during their measurement period, their employment will be terminated and the student will not be eligible for rehire for a minimum of 6 months.
12. Paychecks are available the Friday following a Timesheet submission and may be picked up by the student (with proper photo ID) in the Cashiering Office (after 11:00am) or will be Direct Deposited (if elected).
13. The Agency will receive billing notices from ASU Financial Services on a 30 day cycle for hours worked during the previous months’ pay periods.
14. Should the Agency wish to continue a student’s employment from one term to another i.e. Fall/Spring to Summer or Summer to Fall/Spring, a completed [Off-Campus Federal Work-Study Continuation Request](https://students.asu.edu/forms/fws-continuation-request) form must be submitted to SEO Representative prior to the start of the new term.
    1. SEO Representative will advise if the candidate(s) is/are eligible and if so, for how much FWS funding for applicable enrollment periods.

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