

A group of four students are sitting around a table in a library, looking at a laptop and papers. The background is filled with bookshelves. The image has a semi-transparent blue overlay on the left side.

Student Employment Hourly and Federal Work Study

Hiring Process

Financial Aid Responsibilities

- Oversee Federal Work Study Application Process
- Advertise process to students and departments
- Send Federal Work Study Authorization letters to selected students
- Monitor the Federal Work Study Student positions on PeopleAdmin to ensure students hired received Federal Work Study authorization
- Approve EPAF
- Review and approve student time sheets submitted by supervisors to ensure students do not exceed time and award amount



Student Employment Center Responsibilities

- Review and approve position requests
- After department supervisors create postings in PeopleAdmin, the Student Employment Center will review the postings for verbiage and job requirements before posting to the website
- Send offer letters to candidates after receiving hiring proposals from supervisors of selected student applicants through PeopleAdmin
- Process student new hire paperwork for each student
(if a student has completed paperwork on file, they do not have to complete paperwork again)
- Approve EPAFS
- Input deductions
- Notify departments when a student has completed orientation



Hiring Department Responsibilities

- Complete the position requisition form and submit for approval
 - Not required for Federal Work Study
- Post position online via PeopleAdmin
- Review student applicants via PeopleAdmin, conduct interviews, and select candidate for hire
 - Federal Work Study – review application to ensure that students have FWS authorizations attached.
- Create hiring proposal for the selected hire in PeopleAdmin
- Contact student about work schedule
- Complete EPAF for each student.
 - Federal Work Study: include the supervisor in the comment section and enter the award amount on the authorization form
- Orientate students after students complete new hire paperwork
 - a. Review the student employee handbook
 - b. Review the student job description
 - c. Explain how to complete timesheets on Banner Online
- Approve student time sheets and submit for approval
 - Federal Work Study: Mrs. Reynolds, Financial Aid Programs Coordinator
 - Payroll: Mrs. Pamela Ratliff, Payroll Coordinator



Payroll Responsibilities

- Apply student EPAFS
- Process payroll



Student Responsibilities

- Follow all Federal Work Study and Student Employment Center Guidelines to include application process
- Apply to positions online.
 - Federal Work Study Positions – attach authorization notification form to application under *Other* to be considered for the position.
- Sign student offer letter - sent via email
- Complete and submit student new hire paperwork to sec@alcorn.edu
 - If a student has completed paperwork on file, they do not have to complete paperwork again
 - A student employee cannot begin work until all paperwork is complete and submitted
 - If a student wants to transfer to another department, they must first complete the job separation/termination form and submit to the student employment center.
- Complete timesheets and submit to supervisors for approval
- If not received by the deadline, the student will be paid on the next pay cycle

THANK YOU

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sec@alcorn.edu



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