Federal Work-Study Hiring Checklist

1)   Ensure the position you are hiring for is FWS eligible:

For FWS funding to work properly, **both the student and the position need to be FWS eligible**. If the position is eligible, two FWS work tags will be notated in the Costing Allocation for the position on the requisition.

If you cannot locate the FWS work tags, work with your Human Resources Consultant to confirm if the position has the appropriate work tags. If the position does not have the worktags, they cannot be added after the fact. Ask your HR support for help initiating a new requisition.

- More about creating FWS position is on page 3 of the FWS On-Campus Employer Manual: https://sfa.osu.edu/form-files/FWS_On-Campus_Employer_Manual.pdf
- More about creating FWS positions in Workday: https://admin.resources.osu.edu/workday/workday-for-core-users-human-resources/federal-work-study
- More about FWS and time tracking, payroll, and finance concerns: https://admin.resources.osu.edu/workday/workday-for-core-users-finance/federal-work-study

2)   Ensure the student you are hiring is FWS eligible:

The supervisor who initiated the job requisition and Talent Acquisitions (TA) staff have access to limited FWS data in Workday to confirm eligibility. This can be found on the **Candidate Grid** in the **Recruiting** section in Workday for **the requisition** you are hiring on. Only those students with an FWS-eligible checkmark next to their application will be eligible. This is how you will know the student is eligible during the initial pre-interview recruitment process. If you are hiring both FWS and wage students on the same requisition, you may ask your TA clarifying questions about which student(s) are FWS eligible, as both types of students will be forwarded to you for review.

Pre-Hire Stage

Because FWS data is FERPA protected, **only the student may disclose their FWS status and offer amount to a potential employer**. It is acceptable to request students be prepared to bring this information to the interview, and our messaging to students sets them up for this expectation as well.

You may ask the student to provide:

- Proof of the presence of **an accepted FWS offer** for the current academic year.
- **Class schedule** for the term you are hiring the student. This will confirm hours of availability and whether they meet the half-time enrollment requirement.

Post-Hire Stage

Once hired, the direct supervisor of the student will be able to confirm enrollment and FWS eligibility in Workday by reviewing the student's **Student Information**, located in the **Overview** section of the student's **employee profile**. The direct supervisor will also be able to see and monitor both the initial FWS offer amount and balance of their FWS employee using the Federal Work Study Status Report.

3)   Assign a pay rate within the target hiring range assigned by the FWS Office

In Workday, target hiring ranges are systemically tied to the Job Profile for the position, which are structured by Compensation. For FWS job requisitions, the FWS Office reviews the job description and qualifications you have proposed as they relate to the descriptions associated with Job Profiles **Student Assistant 1 – 3**. Each of these profiles has a pay rate range assigned to it in Workday (S01 – S03), so the range will auto-populate in the Costing section on the requisition; this is how you will know what range is acceptable for your position, and that you are meeting compliance with the FWS program.

Information regarding these ranges rests with Compensation, and your Human Resources Consultant should be able to explain each student pay grade as it relates to the job you are proposing to take the guess work out of this part of the process. The pay range and descriptions for each Student Assistant job profile is also available in Workday by running the **OSU Job Catalog** report, although access may be limited to HR staff. Ideally, this should be a conversation you have prior to submitting new FWS positions. More information can be found on pages 3 and 24 of the [Federal Work-Study On-Campus Manual](#) for employers.

Best Practice
While not mandatory, it's a good idea to discuss early on what the plan will be should your FWS employee run out of funding or fall out of eligibility. This will help both the department and the student know what to expect from your new working relationship and be the best fit for one another.

4) **Costing allocation step for non-revenue generating units**
Upon hire, Cost Center Managers for non-revenue generating units eligible for the [FWS Program Match add program codes](#) to the student's default costing allocation. There is no automated function alerting them to take this action. The unit should discuss the appropriate protocol to alert the Cost Center Manager to take this action prior to the student being scheduled to work.

Then, do all the other things you need to do when hiring a student!

<div style="border: 3px solid red; padding: 10px;">

WARNING!

Students will only be paid with FWS funds if they meet certain eligibility criteria. Students who do not meet these criteria will be paid on your general funds if you attempt to pay them on FWS. **To be paid with FWS funds, a student must:**

- Be hired into a FWS eligible position
- Have an <u>accepted</u> FWS offer for the current academic year
- Be enrolled at least half-time for the current term
- Have enough remaining FWS funding to pay the amount you are charging to FWS
- Be eligible to receive federal financial aid funds (SAP)
- No outstanding verification items on To Do List

</div>