



Federal Work Study (FWS) Procedures

- Student completes the Free Application for Federal Student Aid (FAFSA).
- Student is awarded FWS by the Student Aid Office if proper need and fund availability exist.
- Student accepts the FWS award.
- Student is prompted by the Student Aid Office to visit the Student Employment Office's website, <https://jobs.montevallo.edu/>, to view and apply for available positions.
 - All hiring departments should post available positions (FWS and/or Jobship) through the Student Employment Office.
- Hiring Department will access electronic applications, contact potential candidates for interviews and select a preferred candidate.
 - If the hiring department needs to verify that the student has been awarded FWS, it may contact:

Student Aid Office - (205) 665-6050 or finaid@montevallo.edu.

- When the student is hired, the hiring department will fully complete sections 1 through 6 of the Student Personnel Action Form (SPAF) and send the SPAF to the Student Employment Office.
- The Student Employment Office will complete section 7 of the SPAF and work with the Student Aid Office to verify the FWS award.
- The Student Employment Office will contact the student via his/her University email account to provide required employment documents (i.e. tax forms, I9 form, etc.) and to request a meeting to finalize the hiring process. Once the student is cleared for work, the SPAF will be returned to the hiring department via email and the student's supervisor may schedule the student for work.
 - For prompt assistance, it is advised to have all employment documents completed and all original forms of identification (as required for Form I-9 and E-verify) gathered prior to meeting with the Student Employment Office; however, the student may complete the tax forms, etc. during the appointment if preferred.
- The hiring department and the student will determine the work schedule, which cannot conflict with the student's class schedule, and the department must make certain the student does not earn more than the amount awarded.

- The student or department has the right to check the status of the student's received payment throughout the award year to ensure the awarded amount is not exceeded by contacting the Student Aid Office.
- Students may not begin work until the emailed copy of the SPAF with a "Cleared for Work" date has been received by the department/office.
 - If the student is 18 years of age or younger, special timekeeping rules are required and the Office of Student Employment will provide the student's supervisor with paper timesheets that are to be completed by the student and approved by the supervisor.

Additional Information

- **Please note** that for the award year, the Employment Date/Approved Work Period should be listed as August 1, XXXX, through May 31, XXXX. Once a student has received his or her full award through payment and/or the Employment Date/Approved Work Period has passed, the student should be paid through Jobship in order to continue employment. If this must occur, a request to terminate the current FWS SPAF and a new Jobship SPAF, with the updated Jobship information, must be completed by the department/office and sent to the Student Employment Office.
- If for any reason the student has not received his or her full award through payment by May 31, XXXX, and is needed to continue employment through June 30, XXXX, the department must contact the Student Aid Office to confirm fund availability as well as initiate the completion of a new FWS SPAF for the month of June. FWS funds may not be available for the month of June and are not available for the month of July.