

Federal Work-Study Checklist Approval Form

	Student First Name	<input style="width: 95%;" type="text"/>	Student Last Name	<input style="width: 95%;" type="text"/>		
	Student ID	885	Student Net ID	<input style="width: 95%;" type="text"/> @uthsc.edu		
Steps	<i>Please complete steps 1-11. Please check each box on the form indicating when you have completed each step.</i>				New Hire (X)	Returning Student (X)
1	I have contacted the financial aid office to determine my eligibility					
2	Verified Eligibility (I have received an e-mail from financial aid confirming my eligibility amount) <input style="width: 200px;" type="text"/> Please list amount of FWS eligibility as indicated in email					
3	Find position and request interview (https://www.uthsc.edu/finaid/types-of-financial-aid/federal-work-study-program.php)					Not Applicable
4	Show interviewer the checklist confirming FWS eligibility amount					Not Applicable
5	After obtaining a job, please have your supervisor to complete section 6					
6	My supervisor has confirmed the following information about my employment:					
	<input style="width: 200px;" type="text"/>	Supervisor's First Name				
	<input style="width: 200px;" type="text"/>	Supervisor's Last Name				
	<input style="width: 200px;" type="text"/>	Supervisor's Phone number				
	<input style="width: 200px;" type="text"/>	Supervisor's email address				
	<input style="width: 200px;" type="text"/>	FWS position				
	<input style="width: 200px;" type="text"/>	Interview Date				
	<input style="width: 200px;" type="text"/>	Hire Date				
	<input style="width: 200px;" type="text"/>	<i>Start Date- must be a minimum of 10 days after submitted forms</i>				
	<input style="width: 200px;" type="text"/>	Department				
	<input style="width: 200px;" type="text"/>	Department Account # to bill 25% of FWS wages				
	<input style="width: 200px;" type="text"/>	Rate of Pay- \$10 (college department) or \$12 (external agency)				
7	Please understand that your last day of employment is the last day of the current academic calendar and that you must complete a new Checklist Approval Form each academic school year.					
8	You can complete the Human Resource online I-9 at (https://www.uthsc.edu/hr/i-9_processing.php). Please make sure to submit two forms of government I.D, within 3 days of your online I-9 or your I-9 will be void. You can also complete the I-9 form in the Human Resources Office, located at 910 Madison Ave, 1st Floor. Please bring two forms of government I.D. Print a copy of the confirmation I-9 and submit with this checklist.					Not Applicable
9	I have completed my W-4 Form www.uthsc.edu/finaid/forms					Not Applicable
10	I have completed my Direct Deposit Form					Not Applicable
11	I have completed and returned (1) FWS Checklist Approval Form (2) A Void Bank Check (3) Direct Deposit Form (4) Drug Free Workplace Act Form (5) Confidentiality Agreement Form (6) I-9 Form (7) W-4 Form to 910 Madison Suite 520. All forms are available at: www.uthsc.edu/finaid/forms					Not Applicable

Note: The student should not start work until they are notified by The Financial Aid Office of their official start date. The employer will be responsible for hours worked if a student starts working before all forms are approved (Approx. 10 business days).

FWS Coordinator Signature

Date

