UTHSC Federal Work-Study Checklist Approval Form

Student First Name		Student Last Name		
Student ID	885	Student Net ID		

Steps	**Complete each step in order.** **Please check the appropriate box in the column on the right indicating completion of each step.**	New Hire	Returning Student
1	I have contacted the financial aid office to determine my eligibility		
2	Verified Eligibility (Student has received e-mail from workstudy@uthsc.edu confirming amount of eligibility) $2,000 per semester/$4,000 for the year Please list amount of FWS eligibility as indicated in email		
3	Find A Job and request an interview http://uthsc.edu/financial-aid/types/federal-work-study-program.php		Not needed
4	Show interviewer this checklist confirming FWS eligibility amount		Not needed
5	After obtaining a job, please have your supervisor complete section 6.		
6	Supervisor needs to confirm the following information about the student's employment: Supervisor's First and Last Name Supervisor's Phone Number Supervisor's email address FWS position Interview Date Hire Date Department Department Account # to bill 25% of FWS wages Rate of Pay- $10 college department, $12 external agency Start Date- must be a minimum of 10 days after Hire Date		
7	Please check that you understand that your last day of employment is the last day of the current academic Calendar that you are scheduled to be enrolled and that **you will need to complete a new Checklist Approval Form for a new academic school year**.		
8	I have completed the online I-9: https://secure.i9.talx.com/FormI9/Section1/LoginCaptcha.ascx?Employer=17617 . Please make sure to submit two forms of a government-issued ID, 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-issued ID. Print a copy of the confirmation I-9 and submit with this checklist. *You may not begin working until this step is complete and processed.*		Not needed
9	I have completed all forms in the Student Packet.		Not needed
10	Return this checklist and completed forms to workstudy@uthsc.edu. Documents should be shared via the UT Vault.		

- *Financial Aid MUST receive this completed form and provide approval to the supervisor before the student starts work.*
- *Any wages earned before approval of this form will result in the student's wages being charged to the department.*
- *I understand students may not work when scheduled to attend class and I will review the student's schedule to ensure compliance.*

_____   _____
Student Signature   Date