

# Federal Work Study Student Employee Hire Checklist (Supervisor)

## 1. Verify student's eligibility for Work Study

- a. Can reach out to [finaid@hawkeyecollege.edu](mailto:finaid@hawkeyecollege.edu) or have the student view their Offer on MyHawkeye to show you how much they have been awarded in Federal Work Study funds.  
(This helps you know the amount of hours they can work, as well as confirm eligibility. If not work study eligible, you would be hiring as a Departmental Student Employee.)

## 2. If New Hire

- a. Email [hccjobs@hawkeyecollege.edu](mailto:hccjobs@hawkeyecollege.edu) & [joann.howe@hawkeyecollege.edu](mailto:joann.howe@hawkeyecollege.edu)
  - i. Completed Job Description (Hawkeye Global Drive > Financial Aid\_Public > Work Study)
    1. Make sure Cost Codes are completed on Job Description so HR/Payroll can pay out of correct fund
  - ii. Include student's personal email address so HR can send emails to student (c).
- b. Give student the **Federal Work Study Student Employee Hire Checklist** (Hawkeye Global Drive > Financial Aid\_Public > Work Study or <https://www.hawkeyecollege.edu/financial-aid/types-of-aid/work-study/positions>)
- c. Student will be sent 2 emails
  - i. HR will email student employee hiring paperwork to complete online (email will come from DocuSign)
    1. Student will need to stop by HR with the 2 forms of ID to complete the I-9 form **PRIOR** to their first day of employment.
  - ii. Background check company (3<sup>rd</sup> Degree Screening) will send email to sign a waiver for the background check.
    1. The check can be completed up to 45 days prior to anticipated start date
- d. HR will let Supervisor know when the student is eligible to start working once all Hiring paperwork is completed and background check has come back.
  - i. **Keep in mind that the student will not be paid if the hiring paperwork is not fully completed**
- e. Contact Jenny Johnson if student employee needs specific door access

## 3. If Returning Student to SAME position

- a. Email [hccjobs@hawkeyecollege.edu](mailto:hccjobs@hawkeyecollege.edu) & [joann.howe@hawkeyecollege.edu](mailto:joann.howe@hawkeyecollege.edu)
  - i. Student Name
  - ii. Student ID
  - iii. Start Date
- b. HR will let you know what other steps you or the student will need to complete **PRIOR** to the student's first date of employment.

## 4. If Returning Student to NEW position

- a. Email [hccjobs@hawkeyecollege.edu](mailto:hccjobs@hawkeyecollege.edu) & [joann.howe@hawkeyecollege.edu](mailto:joann.howe@hawkeyecollege.edu)
  - i. New Job Description (MyHawkeye>Departments>Financial Aid>Work Study Forms)
    1. Make sure Cost Codes are completed on Job Description so paid correctly
- b. HR will let you know what other steps you or the student will need to complete **PRIOR** to the student's first day of employment.

\*If student is NOT eligible for work study, then the Supervisor will need to submit an employment request through Dynamic Forms for non-FWS eligible students through MyHawkeye > Human Resources Dynamic Forms tile. HR will let the Supervisor know when the background checks & HR paperwork has been completed so the student employee can begin working.