



Financial Aid Office Federal Work Study (FWS) Program

Student Checklist: I Got Hired, Now What?

This checklist is intended to help students complete the FWS hiring process. Make sure you complete ALL tasks on checklist after the job interview and once you have been offered the job position. You will not be able to start until ALL task are completed.
Congratulations on your new job!



Should already be completed!

If you have NOT completed these tasks. You MUST complete both right away!

- ☐ Accept your FWS award offer in your portal.
- ☐ Complete the FWS Student Orientation.



I have provided the Financial Aid Office with original documents for validation.
Visit the Financial Aid Office and take your original:



Valid form of government issued identification

*Preferred documents: Driver's License, state ID, U.S. Passport, green card.
(Green cards are required for permanent residents)*



Social Security card

If you lost your SSC, request a FREE replacement with the Social Security Administration.



NOTE: All documents containing an expiration date MUST be unexpired.
We cannot legally hire someone until we have examined both original documents.



I have completed the onboarding hiring paperwork.
*Visit the FWS Students website and complete your I-9, DE-4 and W-2.
(Required even if you have completed these forms in a prior year)*



I have signed my FWS Contract.

Within 5-7 business days from you completing all requirements from above, all parties (student, supervisor, and department manager/dean) will receive an Adobe Sign email invitation to sign your FWS contract. Once signed by all parties, you will receive a copy of the contract.



I have received an official email from the Financial Aid Office approving me to begin working my FWS job.

Do NOT start working until you receive an official email notification that you are approved to start working.



I have received my work schedule from my supervisor.

Clarify any questions and concerns about your schedule with your supervisor.



I am prepared to show up to work on time and do my best!

Maintain your FWS eligibility and strive for a good school/work balance.



Checklist is for your reference, you do NOT need to submit!