

**Enrollment Services
Student Federal Work Study (FWS) Checklist**

1. _____ Student's eligibility has been determined & student was awarded Federal Work-Study (FWS).
2. _____ Student was sent an e-mail notification to view his/her Award Letter & student accepts his/her FWS award.
3. _____ Student receives an e-mail from Enrollment Services with the FWS instructions on how to obtain a FWS job.
4. _____ Student reviews the job listings at http://www.utmb.edu/enrollmentservices/federal_work_study/index.html and selects three (or more) jobs in which he/she is interested in and contacts each FWS supervisor to discuss the details of the job and makes an appointment to interview with the FWS supervisor for the job(s) of interest
5. _____ Student and FWS supervisor complete the FWS Employer/Student Agreement form, Applicant Approval Form and Criminal Background Check.
6. _____ FWS supervisor completes the Applicant Approval Form and fax to Human Resources office at (409) 747-4803 to get the security check started.
7. _____ FWS student turns completed FWS Employer/Student Agreement form into Enrollment Services to begin the FWS hiring process.
8. _____ FWS Student completes the on-line "New Job Seeker Registration Form" for Human Resources as part of the FWS hiring process. There are three different ways to complete this on-line form so please be sure to do the one that pertains to your situation.
9. _____ FWS student must complete a "New Employee Packet". The FWS student must turn in the completed "New Employee Packet" to the Benefits Services office in Human Resources with a photo ID, Social Security Card, and their I-9 documents so she/he can complete the initialization process. The Benefits Services office is located in Room 2.208 of the Administration Building, at 300 University Blvd. They are open Monday through Friday from 8:00 a.m. – 5:00 p.m.
10. _____ **INFORM THE BENEFITS SERVICES OFFICE THAT YOU ARE A FWS STUDENT WHEN YOU TURN IN YOUR NEW EMPLOYEE PACKET.** The FWS student needs to inform their FWS HCM department contact to contact their Key Control Officer (KCO) to order a UTMB/Student/Employee badge for the FWS student **AFTER** the HCM department contact receives the FWS student's employee #. Once the KCO has ordered the badge in the Corrigo system then the FWS student will need to go to Campus Police, Room 1.110 in the Administration Building with their student badge so that their badge can be redone to be a UTMB Student/Employee badge. Returning FWS students may already have this type of badge and if they do then they do not need to go back to obtain another badge.
11. _____ FWS student goes and completes the pre-employment drug screen. Human Resources will notify Enrollment Services by e-mail when the FWS student has completed the initialization process and has a successful security clearance and a successful pre-employment drug screen.
12. _____ FWS student waits for an "Authorization to Work" e-mail from Enrollment Services authorizing him/her to start working in their FWS job. The "Authorization to Work" e-mail will not be sent until the entire FWS hiring process has been completed. Once the "Authorization to Work" e-mail has been received then the FWS student may begin working in his/her FWS job.
13. _____ FWS students may work up to a maximum of nineteen (19) hours per week in his/her FWS position until the end of his/her enrollment period, or until he/she has reached the total amount of FWS funding that the FWS student was awarded, or until 6/30/10,WHICHEVER COMES FIRST.
14. _____ Each FWS student needs to keep track of his/her FWS earnings to ensure that he/she does not work over the amount of FWS funding he/she was awarded.