PROCESS FOR HIRING A FEDERAL WORK STUDY (FWS) OR NON-FEDERAL WORK STUDY STUDENT

DEFINITIONS

Federal Work Study – The University receives work study funding from the government which allows the Financial Aid Office to award specific amounts to current or incoming students who are eligible. A department who hires a FWS student will not use their student budget to employ the student unless the FWS student depletes their awarded amount.

Non-Federal Work Study (formerly Bursary) – a department uses their student budget to employ a students.

Graduate Assistant – a graduate student who is employed at the University and receives a tuition benefit as part of the program. The tuition benefit is not based on merit. Please contact the SEO regaring the hiring process for these positions. SUPERVISORS SHOULD NOT HIRE THEM THROUGH SEO WORKFLOW. Examples are:

- Provost Assistant
- PhD Fellowship or Assistantship
- Resident Directors
- Athletic Graduate Assistants (Special Athletics)
- CLR (Graduate positions with tuition benefit)

A graduate student who is employed in a position that does not have a tuition benefit associated with it is considered a Non-Federal Work Study employee, not a Graduate Assistant.

HIRING

For a student to be hired to **work remotely**:
- The student must be enrolled at the University.
- Check with the SEO to see if you have an ACTIVE job description on file for the student position you are hiring. If a job description will be required, the SEO Job Description link is available on the SEO Workflow Menu page. Job descriptions are valid for the academic year. The SEO will send renewal emails (for the upcoming academic year) in late spring for all job descriptions on file.
- Once the job description has been approved. The supervisor will receive an approval email which will:
  - Indicate any changes made by the SEO.
  - Provide the ChargerLink ID.
  - Indicate the pay rate and level for the position.
  - Provide instructions for continuing with the hiring process.
- After the job description have been approved, the supervisor will hire the student in SEO's online system, [SEO Workflow](). In this part of the process, the student employee will complete applicable employment forms electronically, if needed.

- Student and supervisor receive an email when the online time sheet is available.

> Note:
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> To access SEO Workflow off campus, a VPN connection is required. For WiFi connection on campus, select the ChargerWiFi network.

STUDENTS SHOULD NOT START WORKING PRIOR TO HAVING FINAL APPROVAL FROM THE STUDENT EMPLOYMENT OFFICE.

For a student to be hired to **work on campus**:
- The student must be enrolled at the University.
- Check with the SEO to see if you have an ACTIVE job description on file for the student position you are hiring. If a job description will be required, the SEO Job Description link is available on the SEO Workflow Menu page. Job descriptions are valid for the academic year. The SEO will send renewal emails (for the upcoming academic year) in late spring for all job descriptions on file.
- Once the job description has been approved. The supervisor will receive an approval email which will:
  - Indicate any changes made by the SEO.
  - Provide the ChargerLink ID.
  - Indicate the pay rate and level for the position.
  - Provide instructions for continuing with the hiring process.
- After the job description has been approved, the supervisor will hire the student in the SEO's online system, SEO Workflow. In this part of the process, the student employee will complete applicable employment forms electronically and schedule and in-person I-9 verification, if needed.
- Student and supervisor receive an email when the online time sheet is available.

> Note:
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> To access SEO Workflow off campus, a VPN connection is required. For WiFi connection on campus, select the ChargerWiFi network.

STUDENTS SHOULD NOT START WORKING PRIOR TO HAVING FINAL APPROVAL FROM THE STUDENT EMPLOYMENT OFFICE.

Feel free to contact the SEO, SEO@newhaven.edu, with additional questions.