

**FEDERAL WORK STUDY
STUDENT EMPLOYMENT **FLOW-CHART****

**-STUDENTS MUST COMPLETE THE FOLLOWING
STEPS BEFORE FWS EMPLOYMENT CAN BEGIN**

WHAT ARE THE STEPS?

Check the job availability on the Kentucky State University's website and proceed to the department to apply. Complete the FWS application packet. Please provide a class schedule and proof of FWS award to the supervisor.

When your job is secured, proceed to Human Resources (HR) to complete the I-9 form. Please provide Human Resources (ASB-Suite 429), with the required ID for the I-9 form process. Please submit the W-4 Form to the Payroll Department, (ASB-4th floor). It is highly encouraged to complete the direct deposit form and submit it to the Payroll Department as well.

After submitting the I-9 form and W-4 form to the appropriate departments, please return the FWS application packet to the Financial Aid office. Within 7 business days of the receipt of your FWS application packet, a four part FWS Authorization-To-Work form will be mailed to the supervisor.

The FWS Authorization-To-Work form need both student and supervisor signatures, and must be returned to the Financial Aid office immediately. Once the Financial Aid Office receives the completed authorization form, the student will receive two copies and must return to the supervisor in order to begin his/her work study.

**CONGRATULATIONS!!! IF YOU HAVE COMPLETED THE STEPS ABOVE, YOU MAY NOW BEGIN
YOUR WORK STUDY HOURS**