STUDENT NEW HIRES: FIRST/NEW FEDERAL WORK-STUDY JOB

Start Here!
Student completes the annual FAFSA.

 NU Financial Aid Office:
Reviews & determines FWS eligibility annually

If offered FWS, student should accept in CAESAR.

Review FWS orientation and website Information.

Participate in interviews to determine if the job is a good match.

Apply to Jobs

Look for jobs on the Student Employment Job Board. Jobs for the upcoming year are posted August 15.

Hired!

- Employer confirms student’s FWS eligibility with student, verifies ID# in myHR.
- Student completes required employment documents:
  - I-9
  - Personal Data Form
  - Required Dept Forms
- Employer submits OnBase Temp Hire Form to HR, attaches student’s Personal Data Form with submission.

Empl Rcd is created by HR. Timekeeping record is created by Payroll.

Student completes in myHR:
  - DCFS Attestation
  - Optional Tax Forms
  - Direct Deposit

Get Paid

Student monitors FWS throughout the year. Review FWS website as needed.

Student starts Job

Student records time in the time-keeping system