STUDENT RE-HIRES (Return to job from previous year)

Start Here!
Student completes the annual FAFSA.

NU Financial Aid Office:
Reviews & determines FWS eligibility annually

If offered FWS, student should accept in CAESAR.

Student informs employer of FWS eligibility for academic year.

Student Resumes Job

Employer verifies or updates wage funding to ensure student is paid FWS wages.

Record is Active!

Employer verifies employment record status with NU Human Resources.

Record is Not Active

Student records your hours worked in the timekeeping system.

Get Paid

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

Once the employment record has been reactivated, student may resume their job.

- Employer confirms FWS eligibility, ID# in myHR and submits new OnBase Temp Hire request to HR.
- Student consults with HR if new employment documents are needed. Student may need to re-do Optional Fed & State W-4