

2021 - 2022 Federal Work-Study (FWS) Employment Request Form

Department: _____ Division: _____ Bldg/Rm: _____
 Supervisor: _____ Email: _____ Phone: _____
 Dean: _____ Date of Request: _____

Important: Supervisors are responsible for monitoring student's hours to prevent the student from earning in excess of his or her work-study allocation. *If the Department fails to monitor the student's hours and the work performed exceeds the allocation; the Department will be responsible for paying excess hours from its own funds.*

FWS Job Title: _____ # of Students Requested: _____ (Max 3 per department)

<p style="text-align: center;">FWS Salary Schedule</p> <p>Effective January 1, 2021 – Salary Level (check one):</p> <table style="width: 100%; margin-left: 20px;"> <tr> <td colspan="3" style="text-align: center;">Entry Level</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Level A – Step 1</td> <td style="text-align: right;">\$15.62</td> </tr> <tr> <td colspan="3" style="text-align: center;">Intermediate Level</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Level B – Step 1</td> <td style="text-align: right;">\$17.12</td> </tr> <tr> <td colspan="3" style="text-align: center;">Specialist Level</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Level C – Step 1</td> <td style="text-align: right;">\$19.12</td> </tr> <tr> <td colspan="3" style="text-align: center;">Technical Level</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Level D – Step 1</td> <td style="text-align: right;">\$20.37</td> </tr> </table> <p style="background-color: yellow; padding: 5px; margin-top: 10px;">Salary level description must correspond with FWS position, job duties, and length of employment. Position information will be reviewed to confirm correct salary level placement.</p> <p>Initial placement will be at Step 1 of designated salary level. After two semesters of satisfactory service, continuing FWS students can advance to Step 2.</p>	Entry Level			<input type="checkbox"/>	Level A – Step 1	\$15.62	Intermediate Level			<input type="checkbox"/>	Level B – Step 1	\$17.12	Specialist Level			<input type="checkbox"/>	Level C – Step 1	\$19.12	Technical Level			<input type="checkbox"/>	Level D – Step 1	\$20.37	<p style="text-align: center;">Available Work Hours</p> <p style="text-align: center;">(Example: 8-4:30)</p> <table border="1" style="width: 100%; height: 200px; margin-top: 10px;"> <tr><td style="width: 15%;">Mon:</td><td></td></tr> <tr><td>Tues:</td><td></td></tr> <tr><td>Wed:</td><td></td></tr> <tr><td>Thurs:</td><td></td></tr> <tr><td>Fri:</td><td></td></tr> <tr><td>Sat:</td><td></td></tr> <tr><td>Sun:</td><td></td></tr> </table> <p>Total estimated hours per week requested: _____</p> <p>FWS students may:</p> <ul style="list-style-type: none"> ▫ Work up to 20 hours per week while classes and finals are in session ▫ Work up to 37.5 hours per week during breaks when no classes or finals are scheduled, and during recess periods within a semester ▫ Students may work up to 7.5 hours a day ▫ Work up to 7.5 hours a day, but not exceed weekly maximum of 20 hours per week during school session or 37.5 per week during breaks as described above 	Mon:		Tues:		Wed:		Thurs:		Fri:		Sat:		Sun:	
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Job Description and Duties/Responsibilities of the Position

What is the purpose of this position and list specific duties and responsibilities. List any requirements needed for remote work.

Qualifications/Skills/Experience