

**FEDERAL WORK- STUDY HIRING PROCESS**  
**Federal Work- Study Routing Slip**

**INSTRUCTIONS:** Please take the following forms, documents and information to Student Employment in UH 150 to complete the hiring process **before** you begin working to ensure you will get paid.

**STEP ONE: FEDERAL WORK- STUDY FORMS & TERMS OF EMPLOYMENT**

Instructions: Once Student Employment determines your eligibility to participate in the Work- Study program, you will be given the Work Authorization and Terms of Employment to begin the hiring process

- Complete both forms with the hiring supervisor
- Complete Work- Study tutorial at <http://finaid2.csusb.edu/studentworkstudytutorial.htm>

**STEP TWO: SUBMIT THE FOLLOWING DOCUMENTS TO STUDENT EMPLOYMENT**

- Social Security card (cannot be laminated and receipt from SSA will not be accepted)
- Any official document(s) acceptable for I-9 eligibility to work (i.e. State ID, State Driver's License, Coyote One card).
- Federal Work- Study Authorization form and Terms of Employment
- Federal Work- Study tutorial confirmation page
- Confidentiality Compliance form (New Employees Only)
- This routing slip

**REMINDER:**

Please have all required documentation ready once hiring paperwork is brought to Student Employment. Hiring paperwork that is missing documentation will not be accepted.

**Student Employment  
use only  
Date/Time Stamp**

**BRIDGE:**

**Start date:**                      **and**                      **End date:**

**REHIRE:**

**Start date:**                      **and**                      **End date:**

**FINAL STEP: RETURN ROUTING SLIP TO HIRING SUPERVISOR**

Instructions: The routing slip is Student Employment's receipt of confirmation that the student is "hired" into the PeopleSoft system. Students may begin working after they have submitted routing slip to their hiring supervisor.