FEDERAL WORK-STUDY HIRING PROCESS

Federal Work-Study Routing Slip

INSTRUCTIONS: Please take the following forms, documents and information to Human Resources to complete the hiring process before you begin working to ensure you will get paid.

**STEP ONE: FEDERAL WORK-STUDY FORMS & TERMS OF EMPLOYMENT UH-150**

- Complete both forms with the hiring supervisor.

**STEP TWO: SUBMIT THE FOLLOWING DOCUMENTS TO HUMAN RESOURCES SH-119**

- 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, CoyoteOne Card)
- Federal Work-Study Authorization form and Terms of Employment.
- Confidentiality Compliance Form (New Employees Only)

**STEP THREE: ISA ONLY- RETURN TO FEDERAL WORK-STUDY OFFICE UH-150**

- ISA Contract Letter
- Routing slip

**REMINDER:** Please have all required documentation ready once hiring paperwork is brought to Human Resources. Hiring paperwork that is missing documentation will not be accepted.

**NEW HIRE/ REHIRE:**

| Start date: | and | End date: |

**BRIDGE:**

| Start date: | and | End date: |

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

Instructions: The routing slip is your 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.