

Meet with department supervisor to complete the hiring process
Submit the hiring packet to the Financial Aid & Scholarship Office. The Accounting Technician from the Financial Aid Office will provide start, end date, and salary information

Submitting Time Sheet

Time sheet is due by 12:00 p.m. every Friday to the Financial Aid Office.

Late timesheet will cause delay of paycheck

It is the combined responsibility of the department supervisor and the FWS Student Worker to submit the time sheet on time.

Paychecks are issued to the student twice a month

Student can pick up a new timesheet every week in the Financial Aid & Scholarship Office.

Timesheets must include students name, employee #, job code, the days and hours worked each day, total hours worked for the week and supervisors signature and contact number.