

## Instructions for Approved Federal Work Study Employees

- As a student of LTSP you must qualify for a FWS position. You qualify through use of a federal government formula, which is applied, when you complete your FAFSA form. You will have been informed if you qualify for FWS employment in your LTSP financial aid grant letter.
- The procedure for obtaining a FWS position begins by completing a FWS employment application. The application is available at the bottom of the home page of the seminary web-site, [www.ltsp.edu](http://www.ltsp.edu). The application is listed under the title 'positions open.' Students must complete this application before applying for any FWS position. Each year you must complete another application, even though you might be returning to the same FWS position as you held the previous year.
- After you have completed the application select the position(s) in which you have interest. These positions are posted on the home page of the seminary web-site, [www.ltsp.edu](http://www.ltsp.edu). At the bottom of the page look for 'positions open.' You can also find these positions posted on the FWS bulletin board near the financial aid office. You should now speak to Louis Bugno, the Financial Aid Officer, about the positions that you have selected.
- If the position(s) is still available, and you fit the requirements, you will be directed to contact the supervisor to schedule an appointment. If the position(s) has been filled you will need to search once again through the job descriptions.
- Once you have the go ahead you will contact the supervisor of the position you hope to fill. You will need to take your application and job description to the interview. Make sure that you are on time for the interview. There is no reason to 'dress-up' for the interview. However, you will want to impress by being courteous and responding quickly and accurately to the questions that will be asked.
- If you are hired you will be asked to sign a confidentiality agreement. The agreement is your pledge to keep seminary-related business to yourself. If you do not keep this agreement you will be lose your FWS position and the reason for dismissal will be noted in your personnel file.
- Once you have been hired you will be instructed to make an appointment with Lisa Hutchinson of Human Resources. By federal law Lisa must double-check your residency information. You should make an appointment to see Lisa by calling 6393. Lisa will give you further instructions on what to bring to your Human Resources meeting. You cannot begin work until you have had this Human Resources meeting.
- At the end of each pay period you will be required to obtain signatures on your BLUE FWS time card. You and your supervisor must sign the card. Before sending the time card to the financial aid office you and your supervisor should indicate the number of hours that you worked on your time card. Your supervisor will then send the time

card to the Financial Aid Office for an official signature. Your card is now ready to be sent to the business office for processing. (Time cards without three signatures and the number of hours worked will be returned to the student worker.)

- Make sure that you meet the deadlines listed in the Federal Work-Study New Hire paperwork folder. If you do not meet the deadlines established you will not be paid when paychecks are next issued.
- If you have questions regarding your paycheck you should contact Bayeh Thompson, Business Office Manager.