

Overview of the Federal Work-Study Process for Employers

Roseman University of Health Sciences Financial Aid Office invites employers and internal Roseman Units to partner with us through the Federal Work-Study (FWS) program. The FWS provides qualified students with part-time employment as a portion of their financial aid offer. By participating, employers/Units can expect student wages to be paid **in part** by FWS funds.

Students may be employed up to 25 hours per week and can be employed by an internal Roseman Unit or a 3rd party agency/organization. The 3rd party agency/organization includes a private for-profit, a government entity, or a non-profit agency/organization. If you are interested in employing student worker(s), please review the Information for 3rd Party Agency or Organization Participation and contact the Financial Aid Office if you have additional questions.

Employers outside of Roseman must complete the following documents to begin the FWS partnership:

- FWS Agency Contact Information Sheet
- Job Request Form (i.e., job description)
 - All position titles must begin with “Student Worker”
- Memorandum of Understanding (available from the Financial Aid Office)
- New Hire Form (*to be completed after a student is offered an FWS position*)

Internal Roseman Units must complete the following documents to create a new FWS position:

- Job Request Form (i.e., job description)
 - All position titles must begin with “Student Worker”
- New Hire Form (*to be completed after a student is offered an FWS position*)
 - The exact budget code for the Roseman Match must be listed; all FWS positions require a 25% wage match from the unit
 - Internal Roseman FWS students will clock in/out using ADP and the Time and Attendance Supervisor must approve their timecards each pay period

The above documents, as well as other FWS-related documents, can be found on the financial aid [webpage](#).

If your organization has any questions regarding the Federal Work-Study Program (FWS) practices and procedures, please feel free to contact the Financial Aid Office.

Financial Aid Office Contact Information

(801) 878-1071 or (702) 968-1635

financialaid@roseman.edu