



Roseman University of Health Sciences Federal Work-Study (FWS) New Hire Form

Student Name: _____ College/Program: _____

Position Title: _____ Unit/Organization: _____

If Position is On-Campus, provide Budget Code for Matching Funds: _____

- **Budget Code must be accurate and complete.** If you do not know the exact budget code, please contact your Dean or Unit Head.

Hiring Manager's Instructions:

Please answer the following questions, sign the form, and submit it to Roseman University's Financial Aid Office FWS personnel: gbruehl@roseman.edu

1. Is this student a rehire or is this a new hire? **Rehire** or **New Hire**
2. Desired start date for student: Earliest Available Start Date or Specific Start Date: _____
 - It takes approximately 2 weeks from receipt of this form to process a new hire
3. Who will be the "time and attendance" supervisor in ADP to approve the student's timecard:

4. Any additional information or comments you would like to communicate to Financial Aid or HR for this new hire FWS student?

Hiring Manager's Signature: _____