Federal Work-study New Hire Form
15/16 Procedure

All new and continuing Federal Work Study students working a FWS position in the 15/16 academic year will require an on-line FWS New Hire Form. Each FWS manager will be required to go online and begin the process for each of its FWS students. The request for FWS will be sent to the Director of Financial Aid for approval and then sent to Human Resources. The link to the FWS New Hire Form can be accessed below or by accessing the financial aid website here:

1. **ACCESS THE LINK**

2. **LOG IN**
   Click on the “Get My Info” button and sign in using your SMU login.

3. **COMPLETE FORM**
   Enter:
   - Student’s name
   - Student’s Email Address
   - Job title (should match the job description submit to financial aid)
   - Start date (should be a date after the form is completed)

4. **SELECT YOUR DEPARTMENT**
   Click on the “Select Department” button, find your department and click on it.

5. **CONFIRM YOU HAVE READ AND UNDERSTAND THE FWS WORK STUDY GUIDE**
   After reading and understanding the FWS guide, click on this button to confirm.

6. **SIGN/SUBMIT**
   Review the information you have entered, make corrections if necessary. Click the “Sign/Submit” button. You will be prompted to enter your SMU login ID a second time.

The form has been sent to the Financial Aid Office for approval. The student, the Supervisor and Human Resources will be notified via email if the student is approved FWS for the 15/16 academic year.

If the student is a new FWS student and has not worked on campus previously, the student will need to go to Human Resources to complete a “New Hire Packet.”