



Federal Work Study Program Procedure

Students who are interested in the Federal Work Study Program are responsible of submitting a Work-study request online.

Please follow the link to the Federal Work Study Request at
<https://webapps.samuelmerritt.edu:8443/iFiller/iFiller.jsp?fref=a2e2cca7-dc76-4103-82dd-60b2945811c2>

1. LOG IN

Click on the “Get My Info” button and sign in using your SMU account

2. COMPLETE FORM

3. SIGN & SUBMIT

What Happens Next?

- The Federal Work Study form is routed to the Financial Aid Office for further verification on eligibility.
- Once student is Approved/Denied for Work Study by the Financial Aid office, E-forms will generate an automated response back to the student on the status.

Students are required to complete the following steps:

- The student worker must contact their hiring manager.
- Hiring manager will then hire the student worker.

- The student worker should be notified by their hiring manager to log into Workday (please visit the following site) <https://www.myworkday.com/samuelmerritt/d/home.html>
- The student worker is required to use their SMU credentials, as there will be task awaiting for the student to complete.
- The student worker will log into Workday and complete their first wave of task in their Workday inbox.
- The student worker completes their first task, such as government I.D. Once complete, *The processor will receive a notification to review Government I.D information via (Zoom or in person)*
- After the government I.D has been reviewed /confirmed, the student will need to go back into their Workday inbox and complete more task.
- Students will be required to complete remaining task with the I-9 form.
- Once I-9 has been completed from the student, it will require an E- verify approval.

Students should keep the Federal Work Study status form handy, as you may need to show proof of eligibility to hiring managers.

Please contact Kimya Williams at kwilliams@samuelmerritt.edu if you should have any further questions or concerns in regards to the Work Study Program.