



Office of Student Financial Services
WILBERFORCE UNIVERSITY

FEDERAL WORK-STUDY EMPLOYMENT HIRING INSTRUCTIONS

To process your FWS Employment Authorization form, please follow these instructions closely

- 1. MAKE CONTACT WITH THE EMPLOYER AND SCHEDULE AN INTERVIEW**
Present the FWS Authorization Form to your potential employer at the job fair and/or at the job interview

- 2. IF OFFERED EMPLOYMENT, THE EMPLOYER MUST COMPLETE YOUR FWS EMPLOYMENT AUTHORIZATION FORM AND A SIGNED JOB DESCRIPTION**

- 3. RETURN THE COMPLETED FWS EMPLOYMENT AUTHORIZATION AND THE CONTENTS OF THIS PACKAGE TO STUDENT FINANCIAL SERVICES**
 - ✓ Application
 - ✓ Position Interest Form
 - ✓ Federal I-9
 - ✓ Provide your **SOCIAL SECURITY CARD** or **BIRTH CERTIFICATE**
PICTURE ID

*Payroll Services will not process your paperwork without these items.
Make sure you have signed all documents where indicated.*

- 4. PRINT A COPY OF YOUR CLASS SCHEDULE AND PROVIDE IT TO YOUR SUPERVISOR**

- 5. CHECK YOUR E-MAIL FOR PAYROLL SIGN-UP**
Payroll Services will send you and your supervisor an e-mail on your sign-up for the ADP E-Z labor system

Please allow 7-10 days for authorizations to take effect in the system. ***Do not*** begin to work until you have received confirmation from payroll Services of your authorization to work.

THERE ARE NO EXCEPTIONS!