

## Federal Work-Study Hiring Form

Student Employee Information <i>(Completed by the FWS Office)</i>	
UK ID	
Last Name	
First Name	
Middle Initial	
Date of Birth	
Student Grade Level	
Student is Eligible for Federal Work-Study	<input type="checkbox"/> Yes <input type="checkbox"/> No
Fall Amount	
Spring Amount	
Summer 1 Amount	
Summer 2 Amount	
Federal Work Study Position Information <i>(Completed by the supervisor)</i>	
Position Title	
Rehire	<input type="checkbox"/> Yes <input type="checkbox"/> No
Pay Rate*	
How was the pay rate determined?**	
First Day of Work or Training	
Department Name and Code	
Cost Center for UK Department Share (17%)	
Supervisor Name	
Supervisor UK ID	
Supervisor Position Number	
FWS Office Use Only - Student Employee Hiring Details	
PERNR	
SSN	
I-9 Date	
FTE	

### INSTRUCTIONS

Complete the Federal Work Study Position Information and return to [FWS@uky.edu](mailto:FWS@uky.edu).

6/2023

\*- PLEASE NOTE: Starting pay rate for both FWS and non-FWS student workers must be the same for positions with the same duties/responsibilities. The current information provided at the University's Financial Aid webpage for FWS supervisors indicates the pay rate range for Federal Work-Study students. Supervisors may pay a higher rate of pay within the established range. Please contact the Office of Student Financial Aid and Scholarships' Federal Work-Study Program Manager for more information. *Job Classifications and Pay Rate Ranges effective for Fall 2023 are currently under review.*

\*\* -Determination of Pay Rate: if you are paying more than the established minimum pay rate, please indicate a reason/justification for the higher rate.

- Wage/Rate should be based on responsibilities.
  - Positions requiring basic skills/responsibilities should start at a base rate
  - Positions requiring additional skills or responsibilities may pay a higher rate based on the level of skill or responsibility (i.e. IT/Technical skills, research skills, training or supervisory responsibilities)
  - Students may receive raises if their performance merits recognition and/or if the responsibilities expand.
  - Wage/Rate should be equivalent to what any other student employee in the position would receive.
  - Wage/Rate should not exceed what any other student employee in the position would receive.