

Hiring Federal Work-Study (FWS) Students

1. Submit Hiring Authorization Form

Before contacting the FWS Office, please submit the [A&S Hiring Authorization Form](#) to confirm funding for the position. I will be automatically tagged on this ticket, so I will be able to provide support.

2. Begin the FWS Hiring Process

Once funding is approved, you can proceed with the [FWS Hiring Process](#).

Supervisor Forms & Guidelines

To start the process, ensure you have the following documents:

- [Federal Work-Study Inquiry Form](#)
- [How to Hire a FWS Student Flyer](#)
- [Job Listing Form](#) (Complete the online Qualtrics form)
- [Information for Campus Supervisors](#)

Contact Information

If you have any questions or need assistance, please reach out to the FWS Office via email at: FWS@uky.edu Additionally, please cc [Jacquie Burke](#) on your correspondence for further support.

I would be happy to assist you, but please note that the [online Qualtrics Job Listing Form](#) includes many specific questions that can be answered more efficiently by the supervisor.

I can provide some of the necessary details, such as the department cost center and the business officer contact information.

For your Reference:

- **Department Cost Center for Background Check:**
 - Account Number: (Provide Account Number)
 - Department 5-Digit Number: (e.g., 8E300)
- **Business Officer Contact Information:**

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