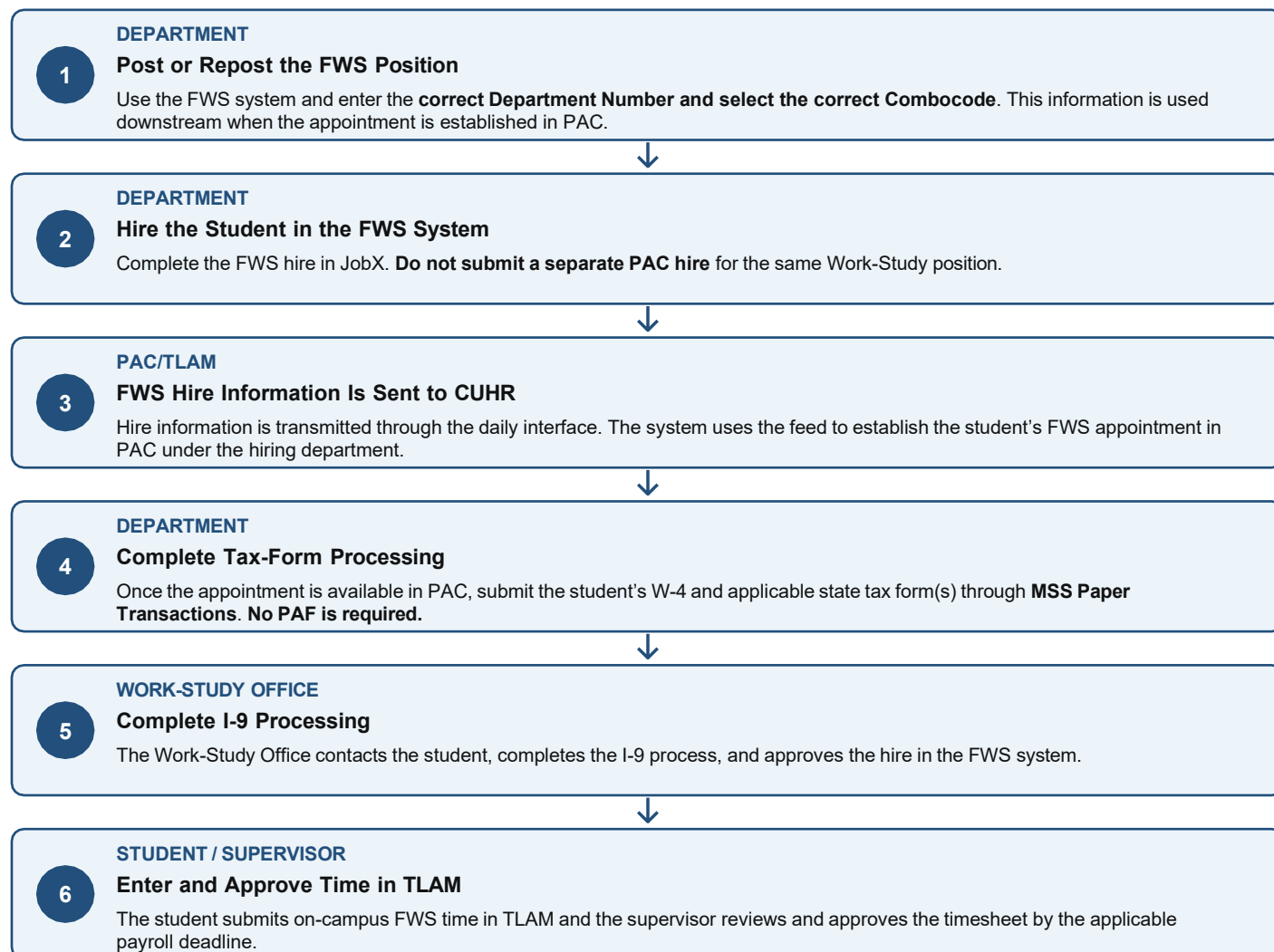


Federal Work-Study Hiring & Onboarding – Job Aid

Purpose: To clarify the hiring and onboarding process for **on-campus Federal Work-Study (FWS) students**, including department, HRPC/TLAM, and Work-Study Office responsibilities.

PROCESS FLOW – FROM FWS HIRE TO TIME ENTRY



WHO DOES WHAT?

Hiring Department / Supervisor	CUHR	Federal Work-Study Office
- Post/repost FWS jobs - Enter correct Department Number - Select correct Combocode - Hire student in FWS system - Collect and submit W-4/state forms - Approve on-campus timesheets in TLAM	- Receive FWS hire information through the daily interface - Establish the FWS appointment in PAC under the hiring department - Support PAC/TLAM processing questions as applicable	- Manage FWS eligibility and system processes - Contact students regarding I-9 requirements - Complete I-9 processing - Approve the student hires in the FWS system

Federal Work-Study Hiring & Onboarding – FAQ

Use this FAQ for the most common questions about how an on-campus FWS hire moves from the Work-Study system into PAC and TLAM.

Do I need to hire my Work-Study student in PAC?

No. Hire the student through the Federal Work-Study system. The hire information is transmitted to CUHR and used to establish the student's Work-Study appointment in PAC. Do not initiate a separate PAC hire for the same FWS position.

Why is the Department Number and Combocode so important?

FWS students are established in PAC under the **hiring department**. Entering the correct Department Number when posting and hiring helps ensure the appointment is associated with the appropriate department in PAC. Having the correct Combocode with the hire ensures that the department portion of the salary is charged appropriately and does not go into suspense.

When will I see my Work-Study student in PAC?

FWS hire information is transmitted to CUHR through a **daily interface**. Once the hire is received and processed, the appointment becomes available in PAC. The source materials do not specify a guaranteed same-day processing time.

Can I submit the student's tax forms before the student appears in PAC?

Tax forms are submitted through **MSS Paper Transactions**, so the student's appointment should first be available in PAC. Once it is available, submit the W-4 and applicable state tax form(s).

Do I need to attach a PAF when submitting the tax forms?

No. A PAF is not required because the Work-Study appointment has already been established through the FWS hire interface. Submit only the applicable tax forms through MSS Paper Transactions.

Who is responsible for the students I-9?

The **Federal Work-Study Office** continues to manage the I-9 process. The office contacts the student regarding I-9 requirements, completes the I-9 process, and approves the hire in the FWS system.

Where does an on-campus Work-Study student enter time?

On-campus FWS students enter and submit their time in **TLAM**. Supervisors review and approve the timesheet in TLAM by the applicable payroll deadline.

What if the Work-Study student has another University job?

During the academic year, students may work no more than **20 hours per week across all active University jobs**, except during designated periods when additional hours are permitted. Departments and supervisors should coordinate with the student to stay within the applicable limit.

Where should I direct questions?

Questions regarding Work-Study eligibility, the FWS system, or I-9 processing should continue to be directed to the Federal Work-Study Office at i-9-workstudy@columbia.edu.

For any questions not addressed here, please contact the **Human Resources Service Desk** at (212) 851-2888 or via <https://columbia.service-now.com/navpage.do>.