



Abraham Baldwin Agricultural College

Student Worker Supervisor Instructions

1. Human Resources sends out an email before every semester to the student worker supervisors with a form for supervisors to complete to request Federal Work Study (FWS) positions for the semester. Financial Aid has a fixed amount of FWS funds that they can allocate for the year, and they have to disburse it fairly across campus. Hence the reason we require supervisors to request positions every semester and if you don't get approved for a FWS position, then you cannot hire a FWS student. If you do get approved for a certain number of FWS positions, then that is the number of FWS students that you can hire that semester.
2. Departments that have grant funds or regular budget funding for student workers don't have to request positions at the beginning of the semester. However, you do need to follow the Student Worker Supervisor Instructions.
3. Student workers are hired and terminated every semester. I send those dates out in an email to student worker supervisors before each semester. Please pay close attention to the information in those emails. FWS students cannot work between semesters, but if you need a grant or regular budget student worker to, then you will need to contact Human Resources and we can work with you on that process.
4. Once we email out approved FWS positions, you can begin emailing us your student worker job postings that you would like for us to post on our Human Resources Website. This is not a requirement. If you know who you want to hire, then you don't have to post your student worker job, because they are temporary positions.
5. When you get ready to hire your student worker, you will need to email the completed Student Referral Form to Vickie Bryant in the Human Resources office at vbryant@abac.edu. The student should have already completed the top portion and emailed it to Financial Aid for them to complete their portion. If this hasn't been done, then please ensure it is done before sending the Student Referral Form to Human Resources. Please remember to complete the Employer portion at the bottom of the form and don't leave any of the blanks empty.
6. Once Vickie receives the Student Referral Form, she verifies if the student is a new or returning student worker. If they are new, then she will initiate the new hire onboarding process. She will email the student and copy the supervisor with instructions on how this process works. The student will get two emails from donotreply@equifax.com with their user ID, temporary password, and instructions on how to login and complete their new hire paperwork. Once they have completed the

online portion, they will **receive another email from Equifax explaining what they have left to do**. There are three trainings they must complete and certificates they have to print out and bring into the Human Resources Office along with their I-9 acceptable documents (passport *or* driver's license *and* social security card *or* birth certificate) evidencing identity and employment authorization. If the student has worked on campus in the past two years, then they are considered a returning student worker and they don't have to complete the onboarding process again.

7. Once all the steps above have been completed, then you will receive an email from Human Resources approving the hire of your student worker. **Your student worker cannot begin working until you receive this email.**
8. You as the supervisor, are responsible for making sure your student worker(s) enter their time worked, that it is accurate and that you approve it within the week that it was worked.
9. Student workers can only work up to 19 hours per week. However, with FWS students you have to watch their award amount and make sure not to go over it for the semester. With regular or grant student workers you also need to watch your budgets to be sure not to go over.
10. Students must be enrolled in 6 hours of classes at ABAC in the semester you are wanting to hire them to be able to be a student worker.
11. Please use the Student Referral Form found on our Human Resources website under the Student Worker section and delete any saved or throw any paper forms you have away. We keep the form on our website updated and it is always the most accurate one.