



# FWS Employer Tips & FAQs

## How Do I Hire a Student into a FWS Position

- To hire a student into a FWS position, you first need to create an FWS posting. Make sure to choose the correct title. Please find detailed instructions on how to set up a posting in our [User's Guide](#). Remember to make the FWS Program Student Statement a required document and add the supplemental question that asks whether a student has a current FWS offer.
- If you have FWS and non-FWS postings for the same position, it may be a good idea to double-check that the students applying to the non-FWS posting do not have FWS to make sure you move forward with the correct application. In many cases, FWS students will get hired and not realize their offer isn't being used. While the pay they receive may be the same, it is important to many students that they use their offers, as well as for your department to benefit from only being charged 25% of the student's earnings.

## How do I track FWS earnings and view an up-to-date balance of a student's FWS offer?

- SE strongly recommends tracking your FWS student's earnings by using our [tracking worksheet](#). If done correctly, this will provide you with an exact up-to-date balance.
- You can also ask student(s) for a current FWS statement. However, this statement will not reflect any changes that may have occurred during the latest biweekly pay period.
- SE will send you an email when the student's FWS offer is about to run out. Keep in mind though, you should already be aware of this if you have been tracking your student's hours and remaining offer amount. At this point, you might want to consider hiring the student into a non-FWS position. Monitor your student's earnings closely as any money that exceeds the offer must be paid in full by your department.

## My Student Employee has FWS. Does That Mean Their Job in My Office is a FWS Position?

Not necessarily. A student having FWS does not automatically make any on-campus position that they hold a FWS position. Keep in mind that FWS positions are automatically terminated at the end of the year.

# How Can I Tell Whether or Not One of My Students is Currently Hired into a FWS Position?

The way to do this is to independently keep track of how you hired your student employees. Every hiring manager and supervisor should know how their employees were hired. Otherwise, you can look at the most recent hiring proposal you submitted for the student in the [Student Employment Talent Management System](#). Additionally, you or your department's timekeeper can check the labor distribution visible in the TRS system.