

Federal Work-Study Placement Form
 UAB Office of Student Financial Aid

SECTION I – TERMS & CONDITIONS

- It is the employing department’s responsibility to create the Oracle ACT document and complete the I-9 Employment Eligibility Verification process for the employee along with any corresponding hiring paperwork in order to activate the student’s work-study assignment in the UAB Payroll System. All documentation below should be uploaded to the HR Records Administration [ACT Document Attachment System](#) for processing by Records Administration.
 1. UAB Federal Work-Study Placement Form
 2. UAB [Application for Employment](#)
 3. Copy of the main page of the ACT document
- A copy of this form and a copy of the main page of the ACT document should be sent to the Student Financial Aid. *The forms contain personal student information and should be shared securely with finaid@uab.edu through [Box](#).* The Office of Student Financial Aid will not approve any ACT document until we receive this form completed by the employing department.
- The Office of Student Financial Aid is the first approver of the ACT document and maintains the authority to verify all information submitted and ensure the student’s work-study assignment complies with federal regulations regarding the Federal College Work-Study Program.
- The federal share of work-study wages cannot exceed 75%*. The employer share of wages is 25%. *This requirement has been waived for the 2022-2023 academic year.
- All hours worked beyond the student’s assigned end date, amount awarded, or outside of regular work-study pay codes will be charged to the employing department/agency.
- The average work-study schedule is 16 hours per week. Students should not exceed 8 hours of work per day.
- Work-study students should be enrolled in a degree-seeking program at UAB and must be enrolled at least half-time each semester to be eligible for work-study funds.
- Work-study students should clock in and out each shift through KRONOS. If a student does not have access to KRONOS, the work-study student’s supervisor should submit their time through TEL each pay period.
- Only time actually worked may be submitted for payroll. Work-study students are not to include time spent for lunch or study breaks in KRONOS or TEL. Students are not permitted to work during scheduled class time.
- It is the employing department’s responsibility to inform the Office of Student Financial Aid in writing when a student leaves their employment.

SECTION II – STUDENT & EMPLOYER INFORMATION

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| Student name: | Student ID # or BlazerID: | |
| Oracle HR Organization: | ACT Document #: | |
| Hire Date: | Hourly Rate: | |
| Supervisor’s name: | | |
| Supervisor’s email: | Contact number: | |
| Supervisor’s signature: | Date: | |

Office of Student Financial Aid use only:

| | |
|--------------|----------------|
| Approved by: | Date approved: |
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