OFFICE OF STUDENT FINANCIAL AID
THE UNIVERSITY OF ALABAMA AT BIRMINGHAM
LHL G20, 1700 UNIVERSITY BLVD
BIRMINGHAM, ALABAMA 35294-0013 (934-8223)

FEDERAL COLLEGE WORK-STUDY PLACEMENT

Please read the terms and conditions below before employing a student
for the Federal College Work Study Program.

- It is the employing department's responsibility to create the Oracle ACT document and hiring paperwork in order to activate the student's work-study assignment in the UAB Payroll System. All documentation below should be sent to UAB Records Administration in AB 254.

    1. UAB Work-Study Placement form
    2. I-9 Employment Eligibility Verification
    3. UAB Application for Employment
    4. Copy of ACT Main Page

- A copy of this form and a copy of the ACT Main Page should be sent to the Student Financial Aid Office in LHL G20.

- The Financial Aid Office will not approve any ACT document until we receive this form completed by the employing department.

- The Financial Aid Office is the first approver of the ACT document and maintains the authority to verify all information submitted to ensure that 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%.

- All hours worked beyond the student's assigned end date or amount awarded, will be charged to the employing department/agency.

- The average work-study schedule is 16 hours per week.

- Work-study students should be enrolled in a program leading to a degree or certificate from UAB.

- Work study students may submit hours worked on the OracleTEL but are not allowed to approve the TEL. Supervisors must verify and approve all time submitted.

- Only time actually worked may be submitted for payroll. Work-study students are not to include time spent for lunch or study breaks on the TEL document.

- It is the employing department's responsibility to inform the Financial Aid Office in writing when a student leaves their employment.

Student's Name:	**Student ID:**
Oracle HR Organization:	
Hire Date: **Hourly Rate:**	**ACT Document #:**
Supervisor's Name:	**Contact Number:**
Supervisor's Email:	**Date:**
Supervisor's Signature:	
Financial Aid Office Use Only	
Approved by:	Date approved: