



Work Study Information

We are so excited that you will be part of the FHU Family!

The online student application for employment will be available
at the site below by **Monday, August 5.**

<https://tinyurl.com/FHUStudentApp>

Available positions will be listed on the site below by **Monday, August 5:**

<https://www.fhu.edu/jobs>

In order for a student to be eligible to work, a student must complete the following steps:

1. Complete the FASFA for the 2024-2025 school year.
2. Be able to provide acceptable forms of ID's to complete an I-9, per the U.S. Department of Homeland Security. These include but are not limited to: passport, driver's license, Social Security Card, and/or birth certificate. A full list can be found here at: <https://www.uscis.gov/i-9-central/acceptable-documents>.
3. Check the student positions on the <https://www.fhu.edu/jobs> website. Make sure you see the hiring supervisor's name.
4. Complete the on line application at the site listed above using your student FHU email.
5. After you complete the application ***YOU MUST FOLLOW UP WITH THE SUPERVISOR*** of the job you are interested in to secure the position.
6. Obtain the permit to work form from the hiring supervisor or Mallory White at mwhite@fhu.edu.
7. Fill out the permit to work form and obtain required signatures.
8. Return the permit to work form to Mallory in the Financial Services Building or email to mwhite@fhu.edu.
9. Once permit to work form has been turned in, you will receive an email from Paylocity to start the onboarding process. We encourage direct deposit to be set up.
10. **YOU MAY NOT BEGIN WORKING UNTIL ALL STEPS HAVE BEEN DONE** and you are able to clock in and out in Paylocity.
11. Contact Mallory White at mwhite@fhu.edu if you are unable to clock in and out.

Positions will likely become available throughout the semester.

Please note: After submitting your online application, go speak to the hiring supervisor. The Department Supervisor makes all final hiring decisions, not the Work Study Office.

During the first couple of weeks of school, a large number of students will be applying for work study positions. The University aims to employ as many students as possible, but these positions are not guaranteed to every student.

If you have questions regarding on-campus student employment, please contact:

mwhite@fhu.edu

Financial Services Building, Office 5 (building located directly behind the Sports Center).