THOMAS JEFFERSON
SCHOOL of LAW

# Federal Work Study Student Forms

Please do not begin working until you have been notified by the Financial Aid Office to do so. Students will not be paid for hours prior to submission of the completed packet. Your FAFSA for the correct year must be completed at www.fafsa.ed.gov.

1. Student Hiring Agreement
   (requires agency/supervisor signature)
2. Certification of Intent to Enroll
3. Personnel Data Sheet
4. Timekeeping Disclosure
5. Responsibilities
6. Do's and Don'ts
7. Federal Employment Eligibility Verification
   (bring proof of employment eligibility when you turn in completed packet)
8. W-4 tax withholding form
9. Electronic Funds Transfer
   (requires a voided check)
10. Emergency Medical Data Form
11. Sample Timesheets
    (examples of acceptable and unacceptable timesheets)
12. Payroll Schedule
13. FWS Quiz