

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 OnBase-ACT Integration before submitting the ACT document for approval.
 - UAB Federal Work Study Placement Form
 - UAB [Application for Employment](#)
- The Office of Student Financial Aid will not approve the ACT document without a copy of the Work Study Placement Form completed by the employing department. We may ask for a copy of the main page of the ACT document as well.
- The Office of Student Financial Aid is the first approver of the ACT document and will need to verify that the student has been offered funding to participate in the Federal Work Study Program. The OSFA 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 currently been waived until further notice based on approval at the federal level.
- 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 the Campus Time & Attendance System. If a student does not have access to this system, 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. 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

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: