



Work Study Information

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

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

1. Complete the FASFA for the 2020-2021 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, drivers 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>. ***COPIES OR FAXES OF DOCUMENTS WILL NOT BE ACCEPTED.***
3. Check the student positions on the <https://www.fhu.edu/hr/careers/studentpositions> website. Make sure you see the hiring supervisors name
4. Complete the on line application as the site listed above.
5. After you complete the application ***YOU MUST FOLLOW UP WITH THE SUPERVISOR*** of the job you are interested in.
6. Obtain paperwork from the hiring supervisor.
7. Fill out paperwork and obtain required signatures.
8. Return paperwork to Jennifer Holdren in the Financial Services building located behind the Sports Center, along with your original id's.
9. Set up your account in Ascentis to begin clocking in and out once Jennifer Holdren has had to opportunity to enter your information into Ascentis.
10. **YOU MAY NOT BEGIN WORKING UNTIL ALL STEPS HAVE BEEN DONE**, and your log on is working in Ascentis.

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 decision, 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:

Jholdren@fhu.edu

Financial Services Building, Office 3 (building located directly behind the Sports Center).

731-989-6014