

Hiring a Work Study Student?

www.uvu.edu/financialaid/fafsa/work/

Departments must:

1. **Post positions** through People and Culture.
2. **Review applications & interview** candidates.
 - Move applicants through the hiring workflow in the system.
 - “Recommend to Hire” for selected candidates.
 - “Not Hired” for others.
3. **Complete required forms** before work begins:
 - [Work Study Employer Information & Agreement Form](#)
 - New hire paperwork. Including GU New Employee Form.
 - Background check (initiated by P&C).
 - Epaf
4. **Confirm eligibility:** students must be enrolled half-time and meet FWS requirements each semester.

Employment Periods (2025–2026)

- **Fall Only:** July 1 – December 13, 2025
- **Fall & Spring:** July 1, 2025 – April 29, 2026
- **Spring Only:** January 2 – April 29, 2026
- **Summer:** April 30 – June 30, 2026