



**FEDERAL WORK-STUDY VOUCHER**

Period of Award: August 22, 2017 – May 11, 2018

**Instructions:** Do not amend this form. Include only the 6-digit Project number from the PTAE0 for 30% funding. Fax completed voucher and job description to Student Financial Services at (434) 924-7636.

Departments may not pay a student from the FWS award if the voucher is incomplete or is submitted without the job description.

Student and Position Information		
Student Name		SIS ID or UVA Computing ID (i.e. abc2d)
Name of Position		Hourly Rate
Hours per Week	Start Date	End Date
Supervisor Name (for FWS position)	Supervisor Phone	Supervisor Email

When accepting this student for Federal Work-Study funding, I agree to provide the student the opportunity to earn the full award amount or have disclosed a shortened time frame and/or limited earnings opportunity to the student. I also agree that this student will not perform work or services that conflict with Federal regulations for work-study positions. Please refer to the FWS Employer Handbook for specific details.

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

Section below to be completed by department's Federal Work-Study Coordinator		
Hiring Department	Org Number	6-digit Project from PTAE0
Work-Study Coordinator Name	Phone	Email
Contact for Oracle Responsibilities	Phone	Email
Job Category (refer to FWS Handbook)	Handshake Job ID	Has the student's FWS eligibility been checked? <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> 89337 Undergraduate Role Code	<input type="checkbox"/> 89333 Graduate Role Code	<input type="checkbox"/> 89324 AmericaReads Role Code
Is the above hourly rate <i>higher</i> than the pay range posted in the FWS Handbook for the job category? If Yes, you <u>must</u> attach an explanation to justify the higher rate.		<input type="checkbox"/> Yes <input type="checkbox"/> No
Each work-study employee must be set up for payroll with Human Resources and Labor Distribution in order to receive paychecks. Refer to the FWS Employer Handbook for instructions on how to enter student employees. The Role Code, Start Date, and End Date notated above are information that will be needed in order to establish the student as a work-study employee.		