Washington University in St. Louis
STUDENT FINANCIAL SERVICES

2019-2020 Employee Request Form (ERF) for FWS Students

✓**Complete this fillable form and return it to SFS.**

✓**List any students you want to hire/rehire.**
If there is a student you employed during the 2018-19 academic year that you DO NOT want to rehire, it is your responsibility to notify the student.

✓**Consider adding new positions.**
The number of undergraduate students interested in employment continues to increase. We encourage all departments to make efforts to increase the number of available positions.

Students typically work 8-15 hours per week (depending on class schedules, etc.) and must be paid at least minimum wage. In August, we will provide you with job assignment information and instruct assigned students to contact you the first week of classes to schedule an introductory meeting.

Section 1: General Department Information			
Department Name			
Main Department # (4-6 digits)		**Campus Box #**	
Mailing Address (if off-campus)			

Section 2: Department Contact Information		
	Main Department Contact	**Payroll/ Accounting/ Budget Adjustment Contact**
Name		
Campus Box #		
Phone Number		
Email Address		

Section 3: Account Information for FWS Cost-Sharing **Note: The Federal Work-Study Fund Number for 2019-2020 (FY20) is 60592.**		
Account Number **LC-DEPT-53-FUND#**	**Number of Students Requested**	**Supervisor/PI Name**

Complete ONE Job Description per Job Title

Section 4: Employer Information			
FWS Job Title		**Total # of Students needed for this job**	
Supervisor/Professor (PI)			

Section 5 : Students you have identified to hire or rehire for this Job Title	
Student ID # OR Employee ID #	**Student Full Name**

Attach a supplemental page if you need to list any additional returning students

Section 6: Job Hour Availability (select all that apply)

☐ **Day Hours** (8 am – 6 pm) ☐ **Night Hours** (after 6 pm) ☐ **Weekend Hours** (Sat-Sun)

Section 7: Job Description and Job Qualifications/Requirements

Job Description

Job Qualifications/Requirements (skills, schedules, etc.)

Return this entire form to Student Financial Services
Campus Box 1041, One Brookings Drive, St. Louis, MO 63130-4899 or financial@wustl.edu or fax 314.696.0563 Questions? Call James McDonald at 935.6847, Jessica Hardin at 935.5973, or Nija Campbell at 935.4628