

STUDENT WORKSTUDY HIRE REQUEST

Use this form to hire: registered CU students into hourly positions when they are eligible for Federal Work Study.

- ❖ Completed hire request forms must be received by Human Resources at least two weeks before the employee's start date.
- ❖ Work Study students may work up to 20 hours/week across all positions at CU during the academic year, and up to 35 hours/week during the summer and winter breaks.
- ❖ Timesheets must be approved by the supervisor via the [Work Study website](#) by the due date listed on the [Work Study Timesheet](#)
Per federal regulations, timesheets submitted more than four weeks late CANNOT be processed
- ❖ The Work Study program runs from July 1st through mid-June. Work Study students who have used up their FWS allocation or to work beyond the program dates will need to be hired onto casual payroll via the [SIPA Student Casual Hire Request form](#).

Part A: FWS Cost Center:

Assignment Description:

Assignment Categorization Description:

Student Administrative Support Worker: Minimum rate of \$17/hour. The maximum rate is \$25/hour. Hourly student casuels serving in general administrative or other functions, or whose job is to provide only technology support for the delivery of a course, in the classroom, online or hybrid. **Student Instructional Worker:** As per SWC UAW agreement, effective August 27, 2026 the minimum hourly rate is \$23.50/hour. The maximum rate is \$25/hour. Hourly student casuels whose job is to perform instructional work for University courses. **Student Research Worker:** As per SWC UAW agreement, effective August 27, 2026, the minimum hourly rate is \$23.50/hour. The maximum rate is \$25/hour. Hourly student casuels performing research activities. **Student Academic Support Worker:** As per SWC UAW agreement, effective August 27, 2026 the minimum hourly rate is \$23.50/hour. The maximum rate is \$25/hour. Hourly student casuels whose work directly supports instruction or research but is not itself instructional or research service (e.g., tutoring services and learning support for Athletics Dept., data entry/manipulation without analysis).

Assignment Categorization: _____

Period of Employment: _____ to _____ Pay Rate: \$ ☐ 17/hr ☐ Other*: _____
(Actual start date is determined by the FWS Office) (*Requires justification)

Dept/Unit Name: _____ SIPA Computer Log-in Request: ☐ NO ☐ YES – Office No. _____

ARC ComboCode (10 digits):

(Natural Account: 54400)

Look up combocodes here: <https://humanresources.columbia.edu/content/pac-combocode-chartstring>

- ❖ 30% of the salary is charged to the combo code. The remaining 60% is subsidized with the student's FWS allocation.

Primary Timesheet Approver: _____

Secondary Timesheet Approver: _____

Name of Supervisor: _____

Supervisor Signature: _____

Date: _____

(Supervisor will also be designated timesheet approver)

Part B

Name of Student: _____

UNI : _____

Student's Phone Number: _____

School Enrolled: _____

FWS Award Amount: _____

☐ I certify that I have officially accepted my FWS award online.

(in Financial Aid Student Viewer)

(Columbia College students: skip this step)

Student's Signature _____

Date: _____

For SIPA HR & Finance Office Use Only

SIPA HR Approval: _____

Date: _____