



Updated Work Study Business Process and Review Requirements

For those of the campus community that process Work Study hires, certain workflow and processes have been amended to help expedite the hiring process for these types of hires!

From this point on, Work Study requisitions and hires will only require Student Financial Aid to review and approve offers. Requisition and offer approvals will no longer include the Hiring Manager and additional levels of approval. HR and Student Financial Aid want to ensure quick and seamless processing of Work Study employees. Due to the allocation efforts of SFA, these duplicate layers of review and approval have been removed. Additionally, it will no longer be required for the Work Study candidates to review and accept their final offer – based on their interest in the job, their application and award of Work Study funding, and recent verbal offer, their acceptance will be automatically processed.

Please see the most up-to-date Quick Reference Guides for Work Study requisitions and hires here:

Create a Work Study Requisition for Posting or Direct Hire:

<https://uwyo.teamdynamix.com/TDClient/1940/Portal/KB/ArticleDet?ID=76385>

Monitoring and Progressing the Candidate Pool: Work Study Hires:

<https://uwyo.teamdynamix.com/TDClient/1940/Portal/KB/ArticleDet?ID=76388>

Questions in regards to the hiring or process can be directed to Human Resources at (307)766-2377.

Finally, Student Financial Aid has welcomed Ronda Jackson as the new Work-Study Financial Aid Specialist. Ronda will oversee any questions related to federal work-study eligibility, balance updates, and general questions about the federal work-study program. If you need to get in touch with Ronda her email is rjacks24@uwyo.edu; or office phone number at (307)766-2317.

Best Regards,

UW Talent Acquisition Team