How to Complete a S.E.W.A. Form

STEP 1: Completed by the Student.

- Student writes down information such as X number, Name, Email, Phone Number, Address and Signature. Once completed, the student turns this in to the hiring supervisor or office manager.
- For Federal Work Study, students must print-out their Federal Work Study Award in Self Service.
- Each new job will need a SEWA form.

STEP 2: Completed by Hiring Department.

- The Hiring Supervisor or Office Manager fills in the necessary information such as funding type, rate, start and end date and job title. Supervisor signs and includes a proxy signature as well.
- Budget code: 528604 for FWS, 28XXXX for Dept.
- Account code: 11500 for Student Wages.
- The SEWA is then submitted by the student or supervisor to Student Employment for processing.

STEP 3: Processed by Student Employment and Payroll. Please allow at least 48 hours for processing.

- Upon receipt, the I-9 and W-4 is checked and the SEWA is processed in Banner. The SEWA is then sent to Payroll for verification. Once verified, Student Employment sends an email to the student and supervisor that the student is now authorized to work.
- Student may now swipe in and out of Kronos under the appropriate department.