



Work-study Open Requisitions

Dear Campus Users,

It has come to HR's attention that the required eligibility check for Work-Study candidates is not running at the moment. We are working closely with IT to get this up and running as quickly as possible.

In the mean-time, if you have a candidate that you're interested in and/or a candidate you would like to move to hire, please reach out to either Student Financial Aid at 307-766-2317 or your Human Resources Staffing Partner to verify the candidate(s) eligibility and to obtain the work study award amount.

For the candidate(s) you are interested in hiring, we recommend that you include the following in the comments as you proceed the appropriate candidate to the Offer status per the [Work Study – Monitoring and Progressing Candidate Pool Quick Reference Guide \(pre-offer step\)](#).

- Who provided the eligibility confirmation (SFA or HR)
- Award amount
- Start date
- Hourly rate

With this information, HR can quickly and efficiently move the offers through approvals.

We appreciate your understanding while we work through this short-term process update, until the eligibility check can be fixed. If you have any questions, you may contact HR at 307-766-2377.

Best Regards,

UW Talent Acquisition Team

Resources

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Contact Information

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