PSLF Form Tips

To expedite the process of HR certifying your form, please see instructions below:

- Complete PSLF as indicated on the FSA [PSLF Help tool](#) webpage.
- When completing section 4 (Employer Info.), please complete Western's information as example shows below. Please leave highlighted fields blank so that HR can complete this part with the correct information that matches our records.
- For full-time employees, please note 40 hrs per week max. HR can certify the standard number of hours per week for your job class, which for full-time employees is 40 hours per week. HR will then certify the form in section 5 and submit.

Thank you!

Human Resources