To work on campus:

Please note: All Students must be matriculated and registered for at least 6 credits during the semester they are working. The Financial Aid Office will determine whether you are Federal Work-Study eligible or a Student Aide.

To work during the summer semesters, students must either: be registered for 6 credits during the summer or have taken at least 6 credits during the previous Spring (to work through June 30) and/or be registered for at least 6 credits for the upcoming Fall semester (to work from July 1 through the end of the summer).

1. Pick up this packet from the Financial Aid Office.

2. Go to Job Services (Van 119) to fill out an application and inquire about available jobs.

3. Find a job and have the department supervisor/contact person fill out the “Notice of Hire” form.

4. Fill out the I-9 and W-4 forms. Proper identification is required and is listed on the back of the I-9 form. (e.g. Driver’s License and Social Security Card)

5. Bring the completed “Notice of Hire” form, W-4 and I-9 forms (with proper identification) to the Financial Aid Office.

6. Financial Aid will complete the work authorization. Timesheets and payroll period dates are available at the Financial Aid Office.

7. Student receives two copies of the Work Authorization, one for the student and one for the student to give to the supervisor.

8. Complete the Direct Deposit authorization form.