

• **The Work-Study Process – Checklist for Students**

- *Please keep in mind that until this checklist is fully completed you are not legally able to work.*

Critical Timeframes

	1. Complete and submit FAFSA form.	
NOT ELIGIBLE TO WORK YET	2. If you are eligible for Work-Study, you will receive an email from Student Finance with Work-Study award details, how to accept the award, and where to view available Work-Study jobs.	
	3. Accept the Work-Study award on Navigator.	
	4. Log into Navigator with your college email credentials.	
	5. Complete the Work Study Application in Navigator. <i>(Create Request>Work Study Application)</i>	
	6. Meet with Work Study Coordinator regarding available jobs.	
	7. Contact the job supervisor to schedule an interview meeting.	Within 24 hours of submitting application
	8. Interview with the job supervisor.	Within 1 week of submitting application
	9. Complete and sign the Work-Study Agreement with the supervisor.	
	10. Submit the completed and signed Work-Study Agreement to the Work Study Coordinator.	Within 24 hours after the interview meeting
	11. You will receive an email with a link to the hiring forms.	
	12. Electronically complete and submit all hiring forms.	Within 2 days from receiving the email/link
	13. Contact the Work Study Coordinator to schedule a meeting to complete the I9 verification.	Within 24 hours of submitting hiring forms
	14. Complete the I9 verification.	Within 2 days from submitting hiring forms
	15. You will receive a payroll calendar and instructions how to enter work time from the Work Study Coordinator.	
	16. You and the supervisor will receive a READY TO WORK email when you have been cleared to start working!	

- **The Work-Study Hiring Process (the Interview)**

- The Work-Study student contacts the supervisor of the position to which they applied to schedule an “interview” meeting. During this meeting, the supervisor and Work-Study student will review the job duties, essential and preferred times, number of work hours, expectations, and clarify any details.
- To assist in creating a work schedule, the student should bring along a copy of their class schedule for the term. **IMPORTANT: A Work-Study student is NOT allowed to work during class time for ANY reason, regardless of any extenuating circumstances.** The Work-Study student should also calculate, prior to the interview meeting, the number of hours they can potentially work based on their award amount. To do so, use this equation:
 - Award amount / Work-Study hourly wage = number of work hours available
 - Example: $\$3000 \div \$10.00 = 300$ hours
- If it is mutually agreed that the student is a good fit for the position, the meeting concludes with a review of the **Work- Study Agreement**, which is then signed by both supervisor and student. The supervisor and/or student then delivers the signed agreement to the campus Work Study Coordinator, who will initiate the hiring process upon receiving the agreement.
- **IMPORTANT:** The student is not yet eligible to work and should NOT begin working at this time.
- An email is sent to the Work-Study student with a link to access the hiring paperwork. The paperwork should be completed and submitted electronically by the student within 2 days. Within 24 hours after submitting the hiring paperwork, the student should contact the campus Work Study Coordinator to schedule a short meeting to take place within the next 2 days to complete the I9 verification.
- **IMPORTANT:** The student is not yet eligible to work and should NOT begin working at this time.
- After the I9 verification is completed, the Work Study Coordinator provides the new student employee with a payroll calendar and instructions how to submit work time into the payroll system. The Work Study Coordinator then submits the I9 as the final piece of the hiring paperwork to Human Resources.
- The Work Study Coordinator will send a **READY TO WORK email** to both the student and the supervisor with the date and terms of the work study position.
- **IMPORTANT:** Now the student employee is eligible and may begin working.