

Dear Student:

Welcome to the Federal Work Study Program. Below you will find some information that will help you understand what forms are necessary to participate in the FWS Program. Please read them carefully and then put them away in a safe place until you come to campus.

**GENERAL INSTRUCTIONS FOR GETTING HIRED:**

- 1) Read the FWS information booklet carefully.
- 2) Complete the interview form to the best of your ability. Don't worry if you do not know your schedule yet.
- 3) Complete the student/employee sections of the Student Employment Clearance Form, I-9 Form, W-4 Form, IT-2104 or IT2104E and the *New York State Employees' Retirement System Membership Form for College Work Study Students*.
- 4) If you already have an idea about where you would like to work you are welcome to go directly to that department to inquire about employment. If not, please attend the Work Study Job Fair.

***HELPFUL HINT:*** *Attending the Fall Job Fair will ease the job search process since the majority of the employers participate in the event.*

- 5) Once you have been hired you must have your supervisor complete the employer section of the enclosed Student Employment Clearance Form and the I-9 Form.

***HELPFUL HINT:*** *In order to have the I-9 Form completed you will have to present **two** forms of identification. Make sure you bring a copy of either your birth certificate or social security card to campus. Your school ID or driver's license can be your other identification. If you have a passport, that will be the only document that you need to complete the I-9.*

- 6) Return Student Employment Clearance Form and I-9 to the Work Study Coordinator's table at the Job Fair or to the Financial Aid Office, HAB 607.
- 7) Return the W-4 Form, IT-2104 or IT2104E Form, and the *New York State Employees' Retirement System Membership Form for College Work Study Students* to the Payroll Office's table at the Job Fair or to the Payroll Office, HAB 301.

***WARNING:*** If these four forms **are not** on file in the appropriate office **before** you submit your first time sheet **you will not get paid.**