

QUICK REFERENCE GUIDE TO WORK STUDY FORMS

STUDENT EMPLOYMENT CLEARANCE FORM: Complete the student section. Once you have been hired have your supervisor complete the employer section. Return the completed form to the Financial Aid Office before submitting your first time sheet.

I-9 FORM (Purple Sheet): Required of all new employees. Complete the employee section. Use your permanent address. Have your supervisor complete the employer section. Two forms of identification are needed. Bring a copy of birth certificate or social security card to campus. See back of I-9 for complete list of acceptable documents.

Note: I-9 Forms are valid for three years providing there are no breaks in employment. If you have been off the payroll for a semester or have switched payrolls, you may need to do a new form. Check with the Payroll Office (HAB 301).

FEDERAL WORK STUDY HANDBOOK FOR STUDENTS & SUPERVISORS: This booklet will answer most questions regarding the FWS program. It also contains examples of completed forms to use as a reference.

PAYROLL SCHEDULE: This sheet tells you when to turn in your time sheets and pick up paychecks. Paychecks are available every other Thursday in the Telecommunications Office (HAB 40). Bring photo identification.

INTERVIEW FORM: Complete as much of the form as possible. Bring it with you for interviews. (If you already have a job, you do not have to do this form.)

CHART OF HOURS: This chart helps you to decide how many hours to work per week in order to spread your federal work study allocation/grant out over the course of the academic year.

LIST OF COMMUNITY SERVICE JOB OPPORTUNITIES: While most Work Study jobs are on-campus, the college does offer a limited number of off-campus positions with local non-profit agencies as part of our Community Service Learning Program. These positions are designed to give the FWS student a broader work experience while at the same time improve the quality of life for community residents.