

FEDERAL WORK STUDY

GENERAL INSTRUCTIONS FOR GETTING HIRED:

- 1) Accept your Work Study. You can log onto your [my.newpaltz](#) account by selecting, "Money," then select "My Financial Aid."
- 2) Visit the Financial Aid [Federal Work Study](#) webpage. Review the I-9 Form, W-4 Form, and IT-2104 or IT2104E. Complete the interview form to the best of your ability. This will aid in applying for jobs.
- 3) Review and apply for work study positions posted by departments on line at <https://newpaltz.studentemployment.ngwebsolutions.com>. This is the only place where available work study positions will be posted. Supervisors will contact potential employees to schedule an interview.
- 4) Once you have been hired you and your supervisor must complete 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 either your **original** birth certificate or social security card with you 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.*

- 5) Return the I-9, W-4 Form, and IT-2104 or IT2104E Form to the Payroll Office, HAB 301.

WARNING: Students are not to begin working until all paperwork has been submitted to the Payroll Office and the supervisor has completed the online hiring process.