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.