

QUICK REFERENCE GUIDE TO WORK STUDY FORMS

I-9 FORM: Required of all new student employees and continuing students who did not work during the previous academic year. Complete the employee section. Use your permanent address. Employer section will be completed by the Payroll Office. Two forms of identification are needed. Bring your birth certificate, social security card to campus, or passport. See back of I-9 for complete list of acceptable documents.

FEDERAL WORK STUDY HANDBOOK FOR STUDENTS & SUPERVISORS: This booklet is a resource for answers to questions regarding the FWS program. Both students and supervisors are required to read and comply with the program's rules and regulations contained in the handbook.

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 35). Bring photo identification.

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.