

# Federal Work Study/Student Employment Student Checklist

To obtain a Federal Work Study position, refer to your Financial Aid Award information in the MyWNCC student portal for eligibility and/or award amount. Obtain a list of available Federal Work Study positions on the website via [www.wncc.edu/admissionsaid/financial-aid](http://www.wncc.edu/admissionsaid/financial-aid). Under **Types of Financial Aid** select **Work Study** to view **Current Work Study Opportunities**.

If no Federal Work Study eligibility, the student may apply for a “student employment” position. No listing is available for Student Employment positions. Departments commonly offering student employment opportunities include Food Services, Residence Life, Library, Buddy’s Books & Bistro, and Maintenance.

## **STEP ONE:**

- Student contacts department supervisor to schedule an interview
- Student should have student ID number, class schedule and amount of work study eligibility readily available

## **STEP TWO:**

If hired, **Supervisor** will email the Financial Aid Office (FAO) at [financialaid@wncc.edu](mailto:financialaid@wncc.edu) with the following information.

- **Student’s Name and date of birth** if hired (student ID number is helpful)
- **G/L account number**, if student employment position
- **Start date of employment**, and it should be a point in the future (as opposed to in the past!)
- **Number of hours per week**
- Student **may not** begin work until **STEP FOUR** is completed

## **STEP THREE:**

- Student completes Student Worker Training in MyWNCC student portal via **Menu > Applications > Student Applications A-Z > Workstudy/Student Worker Student Training**
- Student submits to the Financial Aid Office completed Form W-4, W-4N, Form I-9, and proper identification as specified for Form I-9
- International students must also provide current Forms I-20 and I-94, Passport, and Social Security card before starting employment

## **STEP FOUR:**

- Financial Aid Office generates Employment Authorization so both student and supervisor can sign and return to the FAO. Completed Authorization will be forwarded to Payroll, student, and supervisor.

## **STEP FIVE:**

- Student accesses time sheet in MyWNCC student portal to enter daily hours worked via **Menu > Applications > Student Applications A-Z > Workstudy/Student Worker Time Entry Program**.
- **Please note- if student forgets to enter hours by deadline, payroll will be delayed until the next pay period.**

Students:

- Must be enrolled in 6 or more credit hours each semester
- Must meet the Satisfactory Academic Progress Policy standards for Federal Work Study employment
- May work the following maximum weekly hours:
  - 20 hours/week for International students; 12 or more credit hours per semester required
  - 15 hours/week for Student Employment positions
  - 10 hours/week for Federal Work Study positions

**Instructions for Obtaining a U.S. Social Security Card from the Social Security Administration Office (BY APPOINTMENT ONLY- Ph: 800-297-4291)**, 415 Valley View Drive, Scottsbluff, NE 69361;. **International Students** are required to provide a letter to SSA from the on campus supervisor containing the following information:

- the student is studying full-time at WNCC
- identify the office in which the student will be working
- identify the position for which the student is being hired
- supervisor name, position, and contact information
- provide the following documents: I-94 form, passport and I-20