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. 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 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