



To work on campus:

Please note: All students must be matriculated and registered for at least 6 credits during the semester they are working. The Financial Aid Office will determine whether you are Federal Work-Study eligible or a Student Aide.

To work during the summer semester, students must either: be registered for 6 credits during the summer or have taken at least 6 credits during the previous Spring (to work through June 30th) and/or be registered for at least 6 credits for the upcoming Fall semester (to work from July 1 through the end of the summer).

1. Pick up (or print off from Financial Aid Forms, Student Employment on the website) this packet from the Financial Aid Office
2. Go to Job Services (Van 119) to fill out an application and inquire about available jobs.
3. Find a job and have the department supervisor/contact person fill out the Notice of Hire form.
4. Fill out the I-9 and W-4 forms. Proper identification is required and is listed on page 2 of the I-9 form. (e.g Driver's License and Social Security Card)
5. Return the original, completed working packet to the Financial Aid Office. *You cannot begin working until the completed packet is received!*
6. Electronic timesheets are on the Student portal: Student Resources tab, Under Banner Self Service, click Employee Services, Time Sheet
7. ****Optional:** Complete the Direct Deposit authorization form.