FEDERAL WORK STUDY HIRING POLICY

Even though you have been offered and accepted federal work study, please understand a job is not guaranteed. We would like to hire every student who has a federal work study award and wants to work; however, because of money restrictions, positions on campus payroll are limited and offered on a first-come-first-served basis. The new or returning student employee hiring policy follows:

FALL QUARTER POLICY

NEW STUDENT EMPLOYEES: Prior to the start of fall quarter you will receive a letter from the student payroll coordinator with the required orientation session times listed, usually the week before fall quarter begins. You will be asked to respond to the session time best suited for you to attend. At that meeting you will be expected to complete the federal employment papers, job application, and present the required original identification documents. Employment is available only when the required employment papers are complete.

The first day of fall quarter your authorization to work card will be available for you to pick up if all employment papers are complete. The list of campus jobs will also be available for you at this time. You will then have the opportunity to contact several supervisors and apply/interview for a position. COMPLETED AUTHORIZATION TO WORK CARDS must be submitted to the student payroll office prior to the first Friday of fall quarter.

On Friday of the first week of fall quarter, the student payroll coordinator will randomly select students from the submitted authorization to work cards, to be placed on student payroll.

RETURNING STUDENT EMPLOYEES: Prior to the start of fall quarter, as a returning employee, you will receive a letter asking you to notify the student payroll coordinator if you plan to return to work. You may pick up your authorization to work card on the designated day before fall quarter begins and return to your previous supervisor or find a new position after completing a new employment application. Completed authorization to work cards will be accepted immediately or until payroll has been filled.

WINTER AND/OR SPRING QUARTER POLICY

NEW STUDENT EMPLOYEES: Prior to the start of winter and/or spring quarters new work study students wanting to work on campus must notify the student payroll coordinator and request to be placed on a waiting list. The following steps must be completed to be placed on the waiting list.

1. Federal work study must be awarded and accepted by the student.
2. Required orientation must be attended and completed employment papers submitted.
Authorization to work cards will only be issued to students who are on the waiting list and a position has opened for that student.

The **first day** of winter and/or spring quarter your authorization to work card will be available for you to pick up. The list of campus jobs will also be available for you at this time, you will then have the opportunity to contact several supervisors and apply/interview for a position. **COMPLETED AUTHORIZATION TO WORK CARDS must be submitted to the Work Study Coordination by the end of the first week of the quarter to guarantee your place on student payroll.**

**RETURNING STUDENT EMPLOYEES:** As a returning student employee you may continue in your position winter and/or spring quarter unless you inform the student payroll coordinator otherwise. If you are changing supervisors, a new employment application will be required.

**SUMMER QUARTER POLICY**

Summer quarter hiring policy applies to both NEW and/or RETURNING student employees.

Prior to the start of summer quarter **ALL** new and returning students must notify the student payroll coordinator and request to be placed on a waiting list. The following steps must be completed to be placed on the waiting list.

1. Federal work study must be awarded and accepted by the student.
2. Required orientation attended and completed employment papers submitted by **new** students only. Returning student employees do **not** have to repeat this step.

Authorization to work cards will only be issued to students who are on the waiting list and a position has opened for that student.

The **first day** of summer quarter your authorization to work card will be available for you to pick up. The list of campus jobs will also be available for you at this time, you will then have the opportunity to contact several supervisors and apply/interview for a position. **COMPLETED AUTHORIZATION TO WORK CARDS must be submitted to the Work Study Coordination by the end of the first week of the quarter to guarantee your place on student payroll.**