## 2012-2013 Work Study Process

## PLEASE READ CAREFULLY AS OUR PROCESS HAS CHANGED THIS YEAR

<u>PLEASE NOTE:</u> All Work Study paperwork MUST be fully completed and authorized by the Office of Financial Aid by Friday, September 28<sup>th</sup>. After that date, work study will be CANCELLED from your financial aid package. If you wish to be considered for work study in the future, you will be placed on the wait list.

## **NEW STUDENTS:**

- 1. Read the enclosed letter, "work study information for 2012-2013", carefully.
- 2. Go to <a href="www.strose.edu/careercenter">www.strose.edu/careercenter</a> to apply for job(s) <a href="beginning">beginning</a> on the first day of classes, <a href="August 27">August 27</a>. Students are to research what department you would like to work for. Click on <a href="Students and Alumni Login">Students and Alumni Login</a>. READ LOGIN INSTRUCTIONS CAREFULLY to proceed. <a href="Contact the Supervisors">Contact the Supervisors</a> based on their contact information provided. Please note: Some <a href="Supervisors">Supervisors</a> may ask that you submit a resume, etc. <a href="Helpful tip: Apply for several jobs as you may not be offered your first job choice">helpful tip: Apply for several jobs as you may not be offered your first job choice</a>.
- **3. Print the required forms**. Please visit: <a href="www.strose.edu">www.strose.edu</a>, under <a href="offices and resources">offices and resources</a>, please click on <a href="financial aid">financial work study program</a> to print the forms below. There is also a link from the Career Center website for your convenience. You must complete all forms and prepare copies of identification requested **prior to the start of the semester**. If you have questions, please seek help from your parent or guardian while completing these forms. The Office of Financial Aid is not legally permitted to assist you in completing these forms. <a href="#faxed copies will not be accepted">Faxed copies will not be accepted</a>. These forms will include:
  - Federal Tax Withholding Form (W4).
  - NYS Tax Withholding Form (IT-2014-E **OR** IT-2104).
  - NYS Wage Theft Prevention Form (you will need to complete this twice per year).
  - Employment Eligibility Verification (I-9 form) and provide two forms of identification (one photo ID **and** one non-photo ID). *Please refer to the I-9 form for types of ID you may provide. Faxed copies will not be accepted.*
- **4.** Once hired, present the enclosed Work Study Authorization form to your Supervisor. They must fill in all appropriate sections: job title, department, etc. and must also print and sign their name. Please ensure the name is legible otherwise the Office of Financial Aid will not be able to authorize your paperwork.
- **5.** Once you have fully completed steps 1-4, you must then present all forms, including originals or copies of two forms of ID to the Office of Financial Aid Work Study Authorization Center held August 27<sup>th</sup> through August 31<sup>st</sup> between 9am-4pm in Saint Joseph Hall, 3<sup>rd</sup> floor.
- 6. The Financial Aid representative will sign the Authorization form and the NYS Wage Theft Prevention form and give you a copy of each.
- **7. You must then provide your Supervisor with the copy of the Authorization form BEFORE YOU CAN BEGIN WORKING.** You will be provided with a copy of your completed NYS Wage Theft Prevention form. Please keep this for your records.
- **8.** You can now begin working! The Office of Financial Aid will authorize you for work in the College computer system. You must be authorized in the computer before you will receive your first paycheck. We will do our best to authorize students in a timely fashion. **You will not be paid until you complete ALL the steps above.**

Please note: All paychecks can be picked up at the Bursar's Office on pay dates, unless you have direct deposit.

<sup>\*</sup>If you are having problems with the eCareerCenter website, please contact the Career Center by calling (518) 454-5141 or you may visit their office, located on the 3<sup>rd</sup> floor of Saint Joseph Hall.