Congratulations! You have received the offer of Work study for 2015-2016 as part of your financial aid package. Work study is available to awarded students who want to be employed part-time on campus or off campus with approved employers. When all positions are filled or when program funds are exhausted no additional hiring will be approved.

On the other side of this memo is the “Work Study Application Process.” All steps must be followed and completed including providing original documents that establish identity and employment eligibility as required by regulations.

To be eligible for employment students must maintain enrollment in a minimum of 6 eligible credits. Work study employees may work up to 19 hours a week while classes are in session. The hourly pay rate is determined by Human Resources based on job classifications. Jobs are posted on the bulletin board by the windows near Financial Aid, 2nd floor in the 5000 building.

**Summer—First day of work is Wednesday, July 1, 2015**

Work study positions for Summer Quarter will be posted by Monday, June 8. Students may obtain work study hiring packets in Financial Aid. All paperwork must be completed, signed by supervisor, approved by Financial Aid and Human Resources, and routed back to supervisor with the approved start date before students can begin work Wednesday, July 1 2015.

**Fall—First day of work is Wednesday September 23, 2015**

Work study positions for Fall Quarter will be posted by Friday August 21, 2015. Students may obtain packets in Financial Aid. All paperwork must be completed, signed by supervisor, approved and routed back to supervisor by Human Resources before students can begin work Wednesday September 23, 2015 first day of fall quarter.

If you have questions call (206) 546-4761 or write sbishop@shoreline.edu.
Work Study Application Process

On-Campus Positions: How to Apply

1) Eligible students with the offer of work study on their award letter may pick up referral forms and hiring packets in Financial Aid on the main floor of the 5000 building. Students need to have their original driver's license and original social security card before starting work. All information needs to be completed and returned to Financial Aid. Staff will complete the work-study award section.

Students must complete:

2) The Application for Temporary Employment Form. Log in to www.shoreline.edu/hr. Look for *Internal ONLY Application* (Temporary P... click on Apply, create an account or sign in to apply. Your application will not be process by Human Resource until this process is completed.

3) On-Campus Work Study Employee Referral Form. Students will complete section A., the department will complete section E., the Financial Aid Office will complete section B and C when the student returns the paperwork to the financial aid office for review.

4) Employment Form for Hourly/Student Employee. Student must sign Employee Acknowledgement section, supervisors and financial aid staff must sign Employee Verification section.


6) I-9 Employment Eligibility Verification. Please Note: I-9 Documents must be accurate, complete, may not be edited, or have any items crossed out. If you make a mistake, please request a new form. Students need to have their original driver’s license and original social security card before starting work. All information needs to be completed and returned to Financial Aid. Staff will complete the work-study award section.

7) Information for Federal &State Reporting. (optional) we ask your cooperation for your responses to the questions on this form

8) Retirement Status, complete and sign Employee Information section.

9) Electronic Funds Transfer (EFT) of Salary. Process:
   a. Complete the top portion of the Authorization Electronic Funds Transfer (EFT) of Wages.
   b. Sign and date the form to authorize the direct deposit process.
   c. Attach a voided check (for deposit to a checking account).
   d. If you are unable to submit a voided check, have your financial institution complete the bottom portion of this form.
e. Student who have a Higher One Account, go to www.higheroneaccount.com, click on Deposit options print out direct deposit form.

10) Positions Available—review the positions posted on the job board by the windows next to the Financial Aid Office. All postings must be approved and posted. No hiring will occur if the position was not approved and posted. Do not remove postings from board.

11) Finding the Hiring Department—write down the employer contact information, job title, name of department and name of supervisor and go to the department to inquire about the position.

12) Submit completed forms to Financial Aid—Return the completed hiring packet, all forms and original Social Security card and Driver’s license (or other required ID) to Financial Aid. Incomplete packets may cause a delay in hiring.

Off-Campus Positions: How to Apply

1) Positions Available—Review and select from the job board by Financial Aid.

2) Complete forms—Pick up the Off-Campus Referral form in Financial Aid. Complete the employee information section. Meet with Sandra Bishop, Work Study coordinator (206) 546-4761.

3) Contact the off-campus employer.

Off-Campus Positions: If you are Hired

4) Employer signatures—once hired have the employer sign and date the work study referral form, submit a copy of the job description and return to Sandra Bishop, Financial Aid Office, Building 5000, Shoreline Community College; 16101 Greenwood Ave N., Shoreline, WA 98133.