

New this year

Student On-Boarding Process



This process should only take about 15 minutes and you will need to be able to print one form.

If you have been awarded work-study funding you should have received an e-mail recently with the information on the required **hiring paperwork for work-study positions**. The e-mail was specific to each student with login details and step-by-step instructions. This new online system will replace paper versions of the W4, I-9, Direct Deposit (optional) and Confidentiality Statement. An Acknowledgement Form must be printed when you complete all steps. RETURNING student employees are not required to provide ID for the I-9 form. Complete instructions are included within the *Student On-Boarding Process*. If you did not receive the e-mail, please contact the Student Service Center in Perry Hall.

Work-Study Frequently Asked Questions from returning students

Q: How do I know if I am STILL eligible for the Work-Study Program?

A: You should have received an award letter from the Financial Aid Office letting you know how much you were awarded. Please check your award letter first, but if you are not sure, stop by the Student Service Center in Perry Hall.

Q: What if I am not eligible for the Work-Study Program anymore?

A: Unfortunately, you can only have a work-study position if you are awarded work-study funding. Check with the hiring supervisor to determine if there are department funds available for a NON-work-study position. Otherwise, there are some jobs that are available to students who do not qualify for the Work-Study Program. These jobs are listed on JobSpot as part-time positions; find the link on the Career Services home page: <http://www.champlain.edu/Career-Services.html>.

Q: What do I need to do if I am RETURNING to last year's work-study position?

A: First, contact your supervisor to make sure the position is still available and coordinate your schedule. Then, you should complete the *Student On-Boarding Process* so that you are entered into the system. You should have received an e-mail with instructions, so be sure to check your Champlain "mymail" account. If you do not have the e-mail, then please stop by the Student Service Center in Perry Hall. (See reverse for details on the *Student On-Boarding Process*)

Q: What paperwork do I need to bring to my work-study supervisor before I begin working?

A: You will need to bring your Work-Study Authorization Form, which you may pick up at the Work-Study Job Fair (Monday, August 30th, 2:30-4:30 pm) or at the Student Service Center in Perry Hall **after** the Fair. You will also need to bring the Acknowledgement Form, which you print out after you complete the *Student On-Boarding Process*. (See above for details on the *Student On-Boarding Process*)

Q: Do I have to start my work-study job right away?

A: Contact your supervisor to discuss details. Most returning students begin working right away.

Q: Am I allowed to have more than one work-study job?

A: Yes, you may have multiple jobs as long as you do not exceed your total award amount for the year between them all.

Q: What do I need to do if I want my work-study payments to go towards my tuition?

A: You will need to fill out a deferment contract. Please contact Student Accounts at studentaccounts@champlain.edu if you are interested in learning more about this option.

Q: How often are we paid?

A: You are paid every other Friday; the first pay day is September 10th if you worked the previous week.

Q: Is direct deposit available for my work-study pay check?

A: Yes, if you complete the Direct Deposit Form in the *Student On-Boarding Process* your paycheck will be deposited into your bank account on pay day. Otherwise, you will receive an actual pay check.

Q: Who do I contact if I have other questions about work-study?

A: You may contact your work-study supervisor, the Student Service Center in Perry Hall or Angela Hyldborg in Career Services at ahyldborg@champlain.edu or 802-860-2720.

Please remember that Work-Study is a federally-funded program that allows you to work while you are in college It does NOT mean that you get to study while you are at work.

If you need or want to look for a new work-study position, check out JobSpot.



Work-Study positions are posted on JobSpot

Find the link on the Career Services home page:

<http://www.champlain.edu/Career-Services.html>

If you have NOT created an account, please do. It is a four step process to make the account active so that you can search for positions. **If you have an account, but can't log-in, contact Career Services at 802-860-2720.**

1. Create the account (please use your Champlain e-mail address – first.last@mymail.champlain.edu).
2. Verify your e-mail address – after the account is created and submitted, you need to go to your e-mail and verify that the address is accurate.
3. Career Services must approve your account.
4. After your account is approved the system will send another e-mail with a **temporary password**.

Once these steps are complete, you can then start searching for work-study positions.

To search, you will log into the system with your **user name** and **temporary password** (once logged in, change password) and then select **position type: work-study**. Review each position carefully being mindful to apply as requested.