

## ON-CAMPUS EMPLOYMENT CHECKLIST

\_\_\_\_\_ **Register with Career Center** in Administration Bldg. Rm. 110

\_\_\_\_\_ **Review job descriptions** at <http://www.caspercollege.edu/career>

- On-campus Employment tab
- Click on [SCHOOL-YEAR JOBS](#) or [SUMMER JOBS](#)

### **Do you qualify for Federal Work-Study?**

\_\_\_\_\_ Did you apply for federal financial assistance (FAFSA form)?

Did you indicate you were interested in Work-Study?

Have you received an Award Letter from the Casper College Financial Assistance Office?

Does it show FWSE = Federal Work-Study (this is an estimate if funds are available)? How much money? \_\_\_\_\_

**If Yes**, you MAY be eligible for Federal Work-Study money and should apply for Federally funded jobs, plus Institutional and Grant-funded.

**If you are not sure**, contact Financial Assistance to check your status.

- Administration Rm. 114 or call 268-2503 or 800-442-2963 ext. 2503

**If No**, apply only for Institutional or Grant funded jobs.

**Identify jobs** which are open and for which you qualify for funding.

\_\_\_\_\_ **Obtain referral information** from Career Center

- in person at AD 110 (7:30 a.m.- 4:30 p.m. May-Aug, 8-5 Aug.-May)
- call 268-2662 or 1-800-442-2963 ext. 2662
- email [jobsuper@caspercollege.edu](mailto:jobsuper@caspercollege.edu)

\_\_\_\_\_ **Schedule an interview** with the supervisor

\_\_\_\_\_ **Supervisor interviews** candidate, offers job & completes employment authorization form.

\_\_\_\_\_ **Student brings employment authorization** to Career Center (AD 110)

\_\_\_\_\_ **Student completes forms** at Career Center (AD 110)

\_\_\_\_\_ **W4 Tax Form** <http://www.irs.gov/pub/irs-pdf/fw4.pdf>

\_\_\_\_\_ **I-9 INS Employment Eligibility Verification Form**

requires certain original documents (most frequently used documents are photo ID AND Social Security Card or Birth Certificate).

**If your position is Institutional or Grant funded**, you may start work, if all paperwork is completed. Coordinate your work schedule with your supervisor.

**If your position is to be processed for Federal funding**,

your authorization is sent to the Financial Assistance Office by the Career Center.

Your supervisor and you will be notified when the processing is completed.

You may not start work until you are notified by the Career Center.

**Payroll sends time card** to supervisor.

Time cards are due on the 20<sup>th</sup> of each month.

**Pick up your paycheck at Human Resources, Administration Rm. 151,**

on the last working day of the month.