

WORK-STUDY PAPER FLOW

Forms may be requested as a Word attachment to e-mail, in hard copy,
or at http://www.caspercollege.edu/students/cost/jobs/career_center_forms.html

JOB DESCRIPTIONS POSTED ON WEB by Career Center

<http://www.caspercollege.edu/students/cost/jobs/oncampusjobs.html>

early March - reviewed & approved by division chair electronically



STUDENTS REFERRED DIRECTLY TO POSITION by Supervisor

(i.e. already know who you want to hire or re-hire)

or

STUDENTS APPLY AT CAREER CENTER (AD 110)



SUPERVISOR INTERVIEWS CANDIDATE & OFFERS JOB

INITIAL SCREENING FOR FUNDING:

Did you get a Pell Grant? If Yes, the student MAY be eligible for Federal Work Study money.

If No, the student must be funded through Institutional or Grant money.



SUPERVISOR COMPLETES EMPLOYMENT AUTHORIZATION FORM

http://www.caspercollege.edu/common_content/studenthelp/career/forms/hire.doc

Indicate source of funding, number of hours per week, sign.



STUDENT BRINGS AUTHORIZATION TO CAREER CENTER (AD 110)



STUDENT COMPLETES CAREER CENTER REGISTRATION, I-9, W-4

I-9 requires photo ID & social Security Card or birth certificate (original documents)



INSTITUTIONAL & GRANT-FUNDED AUTHORIZATIONS TO PAYROLL FEDERAL-ONLY & FEDERAL-FIRST AUTHORIZATIONS TO FINANCIAL AID



FEDERALLY FUNDED AUTHORIZATIONS TO PAYROLL

SUPERVISORS ARE E-MAILED THAT AUTHORIZATION WAS APPROVED OR REJECTED.

- If student is not eligible for federal \$, institutional \$ will be used, if authorized.
- Federal \$ is awarded to the Student, not the Position, first-come, first-serve.
- If a student quits or is terminated, federal \$ goes back into the "bank" for the next CC student in line.

CAREER CENTER SENDS COPY OF AUTHORIZATION & TIME LOG SHEET to Supervisor

Students should NOT start work until authorization has been delivered to payroll.



PAYROLL SENDS TIMECARD TO SUPERVISOR