

Attention Federal Work-Study Students

Have this job referral signed and return to the Financial Aid Office right away. You will not be able to begin working until you do this.

If you have never worked on campus before you will be required to fill out I-9 forms online. Once you have been hired in the system you will be notified through your campus email with a link to complete this process.

Students are now required to enter their daily hours through their student portal. Your hours will be verified by your supervisor before you can be paid. Make sure you enter all of your hours on time to ensure you will be paid on time.

HOW TO ENTER YOUR TIME WORKED EACH DAY

1. Log into your Student Center / Under My Menu
2. Click Employee Self Service –
3. Time Reporting –
4. Timesheet –
5. Choose “Workstudy student” – The current month timesheet will come up.
Enter your time daily in hours and tenths and click submit. (see chart below)

Minutes	10 ^{ths}	Minutes	10 ^{ths}
5	1	35	6
10	2	40	7
15	3	45	8
20	3	50	8
25	4	55	9
30	5		

PLEASE NOTE:

Depending on where you are working you may be required to print out a timesheet at the end of the month to have signed and turn in to the Workstudy Coordinator in the Financial Aid Office. Please make sure to check with your employer or the Financial Aid Office for this information.