

Here are the steps you need to follow for your 2011-2012 Work Study award.

**You have until September 16, 2011 to acquire a job or your work study will be cancelled.**

**Step 1: Aug. 1 – Aug. 21, 2011**

- Go to [www.wcu.edu/finaid](http://www.wcu.edu/finaid) and click on “Departmental List of Work Study Employment Opportunities”.
- Look through the open positions to find a job that interests you.

**Step 2:**

- Print the Employee Eligibility Packet.  
[www.wcu.edu/29425.asp](http://www.wcu.edu/29425.asp)

**Step 3: Aug. 22 – Aug. 31, 2011**

- Contact the Hiring Supervisor for the job you’re interested in on or after August 22, 2011, to find out when you can meet.
- Take the Federal Work Study Hiring Agreement sheet from the Employment Eligibility Packet to your meeting with the supervisor.
- Determine when you will be able to work prior to meeting with the supervisor.
- Work study students cannot work more than 20 hours a week, and you cannot have more than one work study job at a time.
- New students and returning students seeking a new job **CANNOT** start working until **August 29, 2011**.

**Step 4: Aug. 22 – Sept. 2, 2011**

**Make an appointment with Financial Aid to complete final paperwork.**

**You CANNOT begin work until after this appointment.**

- Log into My Cat
- Select ‘Make an Appointment’ under My Financial Aid
- Select Login into Advisor Trac using your 920# and My Cat password
- Click ‘Search Availability’
- Select Financial Aid Office from Center drop down menu
- Click ‘Search’
- Click available time when you would like our appointment – any counselor will be able to help you
- Click ‘Save’

**Step 5:**

**When you come for your appointment with Financial Aid bring the following:**

- COMPLETED Federal Work Study Hiring Agreement
- All other forms from the Employment Eligibility Packet
- Proof of Identity and proof of citizenship  
The most common documents for this are:  
School ID or driver’s license AND  
Social Security card or birth certificate  
A passport will suffice for both proof of identity and proof of citizenship.  
See the I-9 form for a complete list of acceptable documents.

All work study students are paid every two weeks and you are responsible for completing your own timesheet and submitting it electronically to your supervisor. If you need help with the procedure for the online timesheet, go to [www.wcu.edu](http://www.wcu.edu) and in the search box type WTE (Web Time Entry). Select the section on work study and it will explain the process.

You might also want to attend the Student Employment Information Fair on Wednesday, August 24<sup>th</sup> between 4-6pm in the Grand Room of the University Center. It is your chance to meet many of the campus employers, but you do not have to attend the Fair to obtain a job on campus