

To obtain a Federal Work Study position, refer to your Financial Aid Award information in the MyWNCC student portal for eligibility and/or award amount. Obtain a list of available Federal Work Study positions on the website via www.wncc.edu/admissions-aid/financial-aid. Select **Work Study** in **Types of Financial Aid** for **Current Work Study Opportunities**.

If no Federal Work Study eligibility, the student may apply for a “student employment” position. No listing is available for Student Employment positions. Departments commonly offering student employment opportunities include Food Services, Residence Life, Library, Buddy’s Books & Bistro, and Maintenance.

STEP ONE:

- Student contacts department supervisor to schedule an interview
- Student should have student ID number, class schedule and amount of work study eligibility readily available

STEP TWO:

If hired, Supervisor will email the Financial Aid Office at financialaid@wncc.edu with the following information.

- **Your Name and date of birth** of student you have agreed to hire (student ID number is helpful)
- **G/L account number**, if it is a student employment position
- **Start date of employment**, and it should be a point in the future (as opposed to in the past!)
- **Number of hours per week**
- Student **may not** begin work until **STEP FOUR** is completed

STEP THREE:

- Student completes Student Worker Training in MyWNCC student portal via **Menu > Applications > Student Applications A-Z > Workstudy/Student Worker Student Training**
- Student submits to the Financial Aid Office completed Form W-4, W-4N, Form I-9, and proper identification as specified for Form I-9
- International students must also provide current Forms I-20 and I-94, Passport, and Social Security Card before starting employment

STEP FOUR:

- Financial Aid Office completes Employment Authorization, obtains student signature, and forwards a signed copy to supervisor

STEP FIVE:

- Student accesses time sheet in MyWNCC student portal to enter daily hours worked via **Menu > Applications > Student Applications A-Z > Workstudy/Student Worker Time Entry Program**.
- **Please note, if student forgets to enter hours by deadline, payroll will be delayed until the next pay period.**

Students:

- Must be enrolled in 6 or more credit hours each semester
- Must meet the Satisfactory Academic Progress Policy standards for Federal Work Study employment
- May work the following maximum weekly hours:
 - 20 hours/week for International students –12 or more credit hours per semester required
 - 15 hours/week for Student Employment positions
 - 10 hours/week for Federal Work Study positions

Instructions for Obtaining a U.S. Social Security Card from the Social Security Administration Office, 415 Valley View Drive, Scottsbluff, NE 69361. **International Students** are required to provide a letter to SSA from the on campus supervisor containing the following information:

- the student is studying full-time at WNCC
- identify the office in which the student will be working
- identify the position for which the student is being hired
- supervisor name, position, and contact information
- provide the following documents: I-94 form, passport and I-20