Work Study Process

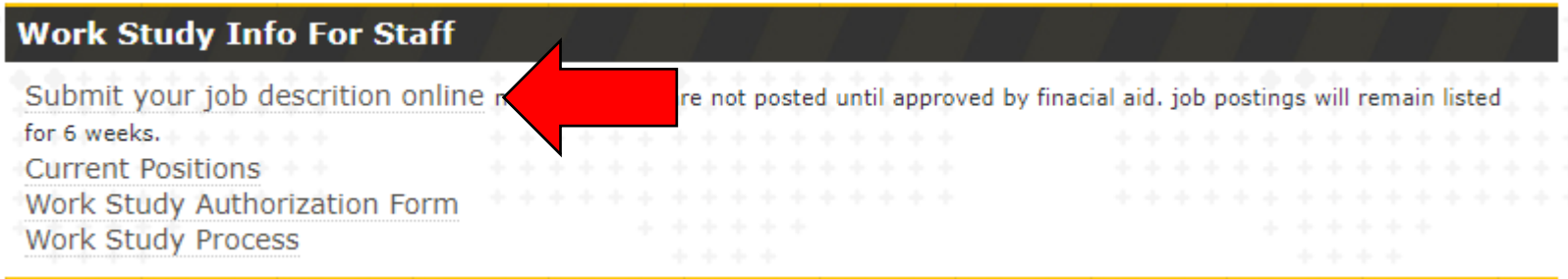Presented by Financial Aid and Human Resources

Determine the Department Need

- Can you or your department benefit from hiring a work study student?
- Do you have a departmental budget set aside to hire/pay the work study student?
- Is this a new or existing position?
  - If this is a NEW position, the hiring manager will be required to submit a job description to the Financial Aid Office. It is required to have all work study job descriptions on file for auditing and compliance purposes.
  - If this is an EXISTING position, verify with the Financial Aid Office that an updated job description is on file

Don't worry, there's a WuFoo form for this ☺

Posting the Position

- The hiring manager will utilize the Wufoo form to post the position

- Follow this link or access the form through Blackboard, https://ccsedu.wufoo.com/forms/work-study-posting/

Work Study Job Offer

- Hiring manager will need to initiate the process

- Both Student and Manager are required to complete their portion of the Work Study Authorization Form

  - Authorization Form can be found on Blackboard, under the Financial Aid department

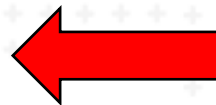**Work Study Info For Staff**

Submit your job description online note: positions are not posted until approved by finacial aid. job postings will remain listed for 6 weeks.
Current Positions
Work Study Authorization Form
Work Study Process

IMPORTANT NOTE: Work Study candidate <u>CANNOT</u> start working prior to receiving _completed_ Work Study Authorization form back from HR

COLLEGE *for* Creative STUDIES

201 E. Kirby Detroit MI 48202-4034

Student Employment Authorization Form

Students are NOT permitted to work until all documents are received by Human Resources.

STUDENT SECTION:

Student Name:_____

Student Social Security Number: _____ CCS I.D. # _____

- I have discussed the position and hours with the department supervisor and I feel I am capable of meeting these requirements
- I understand that I am not able to being work until my work documents are on file in the CCS Payroll/HR Office
- I understand that this is a paying job and I must perform the duties assigned

_____   _____
Student Signature   Date

DEPARTMENT SECTION:

Hiring Department:_____ Supervisor:_____

Position Title:_____ Pay Rate:_____

Hours per Wk:_____ Start Date:_____ End Date:_____

New Hire ☐   Rehire ☐

- I have discussed the position and hours with the student and feel he/she is capable of meeting these requirements
- I have informed the student they must complete the work forms <u>PRIOR</u> to their start date

_____   _____
Supervisor Signature   Date

FINANCIAL AID SECTION:

_____FWS (206)   _____MWS (205)   _____CCSWS (204)

_____   _____
Coordinator Signature   Date

HUMAN RESOURCES SECTION:

_____Human Resource Forms Complete

_____   _____
Human Resource Signature   Date

Submit Completed Form to the Financial Aid Office

Financial Aid Office

- Once student and hiring manager complete portions on Work Study Authorization form, forward completed form to Financial Aid Office

- Work Study Coordinator reviews completed application, determines if student qualifies for Federal Work Study (Title IV funding) or Intuitional Work Study (paid with departmental funds)

- Typical processing time is 1-3 business days from receipt of completed form

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Human Resources

- ALL work study students are required to complete/maintain HR paperwork prior to start date
- Paperwork consists of:
  - W4 tax forms – Federal, State and City
  - Form I-9 – student needs to show appropriate forms of ID
  - Direct Deposit- student needs to attached voided check or direct deposit form from bank
  - Notices, Policies, FERPA, Pay Schedule, Contact Information
- Typical processing time is 10 business days from receipt of completed forms
- Once all paperwork is completed and HR signs form, HR representative with inter office mail completed form, with all signatures, to hiring manager/department and financial aid office
- HR sets up employee in Payroll system, Payroll Office sets up work study in TimeClock

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Recap on Work Study Process