Section 1:

1. Please complete the Work Study Requisition Form, available at www.navarrocollege.edu/financialaid/types-of-aid/work-study/. This form should be submitted to the Financial Aid Office annually or as positions are needed for your department.

2. Once the request is received by the Financial Aid Office, funds will be established for your department and communicated to you by email. Remember this may change from year to year and semester by semester.

Section 2:

3. Open positions will be posted in the Financial Aid Office during the second week of classes as well as on the website at www.navarrocollege.edu/financialaid/types-of-aid/work-study/.

4. The positions may be filled by students who come to you expressing an interest in becoming a Work Study. Eligible students will provide you with a Student Employment Authorization form.

Sample:

Student Employment Authorization

This form will have the students FINANCIAL NEED: _____ documented as determined by the FAO staff. The student should also have completed the FOR COMPLETION BY STUDENT section prior to their interview.

Sample:

- Student Name:
- E-Mail:
- Cell Phone:

Sample:

FOR COMPLETION BY SUPERVISOR

Once you have determined who you would like to hire, you should complete the section FOR COMPLETION BY SUPERVISOR. After completing this section, the FAO considers this your approval for hiring this student. You or the student must return this completed form to the FAO.
Section 3:

5. The FAO will work with the student to complete new hire paperwork after receiving the Student Employment Authorization form.
   a. Student Requirements:
      i. Complete an I-9
      ii. Complete a W-4
      iii. Provide social security card
      iv. Provide State Photo Identification
   b. Supervisor and Student Requirements:
      i. Work Study contract must be signed by the student and supervisor and returned to the FAO

Section 4:

6. After all of the steps above are complete, the FAO will provide the student with a copy of a signed Student Employment Authorization form. The student is required to share this document with the supervisor as verification that they can begin working.

Sample:

<table>
<thead>
<tr>
<th>FOR COMPLETION BY FINANCIAL AID OFFICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>The above referenced individual has completed all new hire documents with the Financial Aid Office and may now be scheduled to work.</td>
</tr>
<tr>
<td>Financial Aid Representative</td>
</tr>
</tbody>
</table>

Section 5:

7. The FAO will provide the student with blue timesheets as well as timesheet due dates.
8. Remember, it is the responsibility of the student and supervisor to review, correct if necessary, and submit the timesheet to the FAO or FAO mailbox by the due date.