College Work Study Procedures

1. Get clearance from financial aid. (See Eve Traube)

2. Fill out W-2 form. (Lee Building)

3. Check job descriptions

4. Contact desired department to see if there are any availabilities.

5. Fill out work-study sign-up sheet. (Student Services)

6. Work-Study time sheet must be signed by supervisor and submitted to Demetria Jennings in the Student Services office.

7. Fill out work-study time sheet weekly. (Student Services)

8. Pick up paycheck from the 7th floor of the Lee Building.