

## FINANCIAL AID WORK-STUDY REQUEST

Academic Year 2024-2025 (May 13<sup>th</sup> 2024 through May 20<sup>th</sup>, 2025)

	Name:	
YOU MUST HAVE A 202	24-25 FAFSA ON FILE TO BE WORK-S	TUDY ELIGIBILE IN 2024-25.
s this a work-study jok	continuing from 2023-24? NO YES	S
Is this a request to add	d a second work-study job in 2024-25	5? NO YES
Anticipated Start Date:	:	
•	n to earn?	(initial award up to \$6,000 on campus, \$8,000 off campus)
Work-study job de	etails: 🗌 On-Camp	us *
Position		
Faculty/MHSL		
Organization I	Name **	
Immediate Su	ipervisor**	
Supervisor Em	nail Address**	
·='	udy eligibility be included in my 202 ve the following responsibilities:	24-25 Federal financial aid package.
Human Resou	irces Department, room 274 in the L partment to arrange a 3 <sup>rd</sup> party verif	omplete the I-9 document verification process in person with the School's EC building. If working remotely, I agree to work with the Human ication. I also agree to complete additional onboarding documents online
Human Resou Resources dep as instructed I	urces Department, room 274 in the L partment to arrange a 3 <sup>rd</sup> party verif by HR.	EC building. If working remotely, I agree to work with the Human ication. I also agree to complete additional onboarding documents online school has received a signed contract from the outside organization.
Human Resou Resources dep as instructed I • I can not begi HR will contact	urces Department, room 274 in the L partment to arrange a 3 <sup>rd</sup> party verif by HR. in off campus employment until the ct you when all documents have bee	EC building. If working remotely, I agree to work with the Human ication. I also agree to complete additional onboarding documents online school has received a signed contract from the outside organization.
Human Resou Resources dep as instructed    I can not begin HR will contact I agree to app  I accept respon tab in Financia accept respon	partment to arrange a 3 <sup>rd</sup> party verify by HR.  In off campus employment until the ct you when all documents have been prove my hours in the Paycom timeken onsibility for tracking my earnings in al Aid portal, the postings lag by at leasibility to notify my immediate supersibility to notify my immediate supersimited.	EC building. If working remotely, I agree to work with the Human ication. I also agree to complete additional onboarding documents online school has received a signed contract from the outside organization. In received.
Human Resou Resources dep as instructed   I can not begi HR will contact I agree to app I accept respon tab in Financia accept respon to notify my s	partment to arrange a 3 <sup>rd</sup> party verifiby HR.  In off campus employment until the ct you when all documents have been prove my hours in the Paycom timeken and Aid portal, the postings lag by at least billing to notify my immediate supersupervisor if I withdraw or graduate is partially a supervisor in the partial supervisor in the supervisor	EC building. If working remotely, I agree to work with the Human fication. I also agree to complete additional onboarding documents online school has received a signed contract from the outside organization. In received.  The eeping system each pay period even if I have no hours to submit.  The relation to my work-study eligibility. Earnings are posted on the Message east one week and are most current within the Paycom system. Further, I ervisor as my earnings approach my work-study award limit. I further agree

Office Use Only: \_\_\_\_\_