



## Student Employment – Work Study

### Student Checklist

**Those interested in obtaining a Work Study position must first file the FAFSA (Free Application for Federal Student Aid) at [www.studentaid.gov](http://www.studentaid.gov). Once you receive an award notice, we can then determine your eligibility.**

- Determine if you are eligible for Work Study by contacting The Financial Aid Department at 320-762-4540 or via email [financialaid@alextech.edu](mailto:financialaid@alextech.edu)
- View available positions on the ATCC website: [www.alextech.edu/studentemployment](http://www.alextech.edu/studentemployment)
- Contact the supervisor at the phone number or email listed on the posting to inquire about setting up an interview. At the supervisors request, complete the Employment Application or prepare a resume for the interview.
- Once hired, stop by the Financial Aid Office to complete the paperwork necessary to set you up with payroll (W4 & I9). You will need to bring with two forms of ID (ex: drivers license, social security card, birth certificate passport). **This must be done BEFORE performing any work at the job.**
- Meet with your supervisor to fill out the online Offer and Acceptance form. They will need your 8 digit student ID number, you can find this by logging into eServices (it will be in the upper right hand corner) or ask the financial aid office. Once your supervisor has initiated and submitted their part, check your college email for communication from no-reply-alexandriatech@mnsu.edu with the subject "ACTION REQUIRED" to sign and complete your portion of the form.
- Complete the Direct Deposit Form online by logging into eServices, select Financial Aid, then Direct Deposit Setup. Enter in all required information. If you choose not to set up direct deposit, a check will be mailed to your address on file. Checks cannot be picked up at ATCC.
- You will receive a separate email notifying you when you are able to pickup your Student Employee ID Badge as well as any keys to the building/classrooms (if required).
- Complete required training in Brightspace; see the green instruction sheet in your Work Study packet (given to you when you fill out paperwork in the Financial Aid Office). This training can take up to 3 days to appear in Brightspace. We ask that you have it completed in the first two weeks of employment. This is paid training, so put it on your timecard. Timecard instructions will be provided when you complete the paperwork in the Financial Aid Office.