

**The College of Saint Rose**  
**2021-2022 Federal Work Study Instructions**

Monday, August 30<sup>th</sup> through Friday, September 24<sup>th</sup>

**Step 1:** In early August look to your Saint Rose email account for a message titled “Work Study General Information for 2021-22” providing an overview of the Work Study hiring process.

**Step 2:** Visit: <http://www.strose.edu/federalworkstudyprogram> for more information and to find all required forms. Print and complete all required forms **prior** to beginning work study employment. If you have questions while completing these forms, please seek help from your parent or guardian. The Office of Financial Aid is not legally permitted to assist you in completing these forms. *Faxed documents and photocopies will not be accepted.*

Required Course Completion:

- The College of Saint Rose Harassment and Discrimination Prevention Online Training will be sent to you via your Saint Rose email by the Human Resources department. **Important Note:** You must complete this mandatory program and submit the completion certificate prior to beginning work.

Required Forms to be printed from the website:

- Federal Tax Withholding Form (W4)
- NYS Tax Withholding Form (IT-2104E **OR** IT-2104)
- NYS Wage Theft Prevention Form
- NYS Paid Family Leave (PFL) Opt Out Form
- **FOR STUDENTS NEW TO THE WORK STUDY PROGRAM:**
  - **Employment Eligibility Verification (I-9 form)** which requires **two forms of identification:**
    - One photo ID AND
    - One non-photo ID

Please refer to the I-9 form for a list of IDs you may provide

**Important Note:** We must view your original identification document(s) in person. (Please be sure to bring your original identification document(s) with you when you arrive on campus for the start of the semester.)

**Step 3:** Pick up your Work Study Authorization form in person at the Office of Financial Aid (Saint Joseph Hall, 3<sup>rd</sup> floor) beginning on August 30<sup>th</sup>. **We will not mail, fax, or email this form.**

**Step 4:** To search, view, and apply for a work study position go to [www.strose.edu/careercenter](http://www.strose.edu/careercenter). This link will take you to the college Career Center web page where you will log into the HireStRose (Career Management) system, where all positions will be viewable beginning the first day of classes August 30<sup>th</sup>. *Contact the hiring Supervisor(s) based on the “How to Apply” preference provided in the job posting. We recommend applying for several jobs as you may not be offered your first job choice and positions get filled quickly.*

If you are returning to a work study position that you worked in 2020-2021 and you have confirmed your return with your supervisor, you do not need to reapply for the same position through the position posting process.

**Step 5:** Once hired, present the Work Study Authorization form (that you picked up from Financial Aid) to your Supervisor; they must fill in all appropriate sections: job title, department, etc., and must also print and sign their name.

**Step 6:** When steps 1-5 are fully completed, you may then present all completed forms, including original IDs to the Office of Financial Aid Work Study Authorization Center beginning August 30<sup>th</sup> through September 24<sup>th</sup> between 9am-4pm in Saint Joseph Hall, 3<sup>rd</sup> floor. **All required paperwork is due by September 24<sup>th</sup>.**\*

**Step 7:** All required documentation must be submitted and approved by the Office of Financial Aid prior to beginning work. You cannot begin work without submitting a completed Work Study Authorization Form which includes your signature, your hiring supervisor’s signature and a Financial Aid Representative signature as final Authorization.

Once all required documentation is submitted to the Work Study Coordinator, you will be authorized for work in the College payroll system, so you can receive your first paycheck. **You will not be paid until you complete ALL the steps above.**

\* After September 24<sup>th</sup> your Work Study award will be cancelled from your financial aid package. If you then wish to be considered for Work Study in the future, you will be placed on a wait list.