



2015-16 WORK STUDY PROCESS

The following is the process to get placed in a work study position. All of this must be completed by Friday, August 14, 2015 so you may begin working on Monday, August 17, 2015. Students may choose to start working at a later date but we need all signed confirmation sheets submitted by August 14, 2015.

Please be sure you have accepted your work study award and you are pre-registered in at least 6 credit hours for the 2015 fall semester before you pick up your confirmation sheet.

- Look for an open work study position. The link to view work-study positions is <https://ssb.enmu.edu:8911/ROSW/enmurjobs .p AvailableJobs> or go to www.roswell.enmu.edu and click on the Work Study link on the Financial Aid page.
- Choose a position you are interested in and take the confirmation sheet to that department. The supervisor will interview you and if you are hired, he/she will need to fill out the Employer Section. You will then need to fill out the Student Section on both sides of the confirmation sheet and return it to the Financial Aid Office
 - If a supervisor is not available you may hold onto the confirmation sheet, but you cannot begin working until the form has been completed and submitted to Financial Aid.
 - If the supervisor does not hire you, return to the website to choose another position that is available. Then follow the above steps again. You will use the same confirmation sheet.
- If you are a new work study student you will also need to complete a new hire packet, in the Human Resources Department (HR). (Take your driver's license and/or picture ID and social security card). Be sure your file is complete with HR before you begin working; failure to do so could result in non-payment or delayed payment.
 - Students are not authorized to work if the confirmation sheet is not returned to Financial Aid and HR paperwork is not completed.
- You must be enrolled in at least 6 credit hours for the fall semester in order to maintain work-study eligibility and be making satisfactory academic progress in your classes.
If your SAP status (Satisfactory Academic Progress) is OFFAID, ALLF or TIME you are not eligible for aid.
- If you have accepted your award and are not placed in a work-study position by Friday, August 14, 2015 awards may be canceled, and awarded to a student on the work study wait list.
- ALL work study students will be required to complete mandatory work study training. Training information will be provided when you pick up your confirmation sheet.