

# WORK STUDY at Southwestern College

#1 Find out from financial aid if you qualify for Federal Work Study. (If you don't qualify for FWS you WILL qualify for Campus Work Study, so...no worries.)

#2 Find a job on campus. Here is the web address for Campus Jobs:  
<https://www.sckans.edu/student-services/financial-aid/work-study-positions/>  
(but the best thing to do is go to a department where you want to work and see if they are hiring.)

#3

**WHAT'S YOUR NEXT STEP?**

Pick the box below that fits your situation, then do what it says!



**A. If you have not registered as a worker here before:**

Email [Sveta.Poovey@sckans.edu](mailto:Sveta.Poovey@sckans.edu) with the following information:

- Your legal name
- Your email address
- Your cell phone number
- Your supervisors name
- The title of the job you will be working

Make sure you have your Passport OR Driver's License and Social Security Card on campus with you. (If not - call home and have it sent to you. You will need it to certify your I-9 later in the process.)

Sveta will send you an email invitation to Paycom (the company that does our paychecks) and assign you a checklist of information to complete. Once you have completed your checklist, you need to take your ID (approved forms of ID are on the back of this page) and go see Sveta during student hours. Once she has approved your I-9 and sent you contracts, you will need to sign them, have your supervisor sign them and return ONE copy to Sveta's office. That's it!

**B. If you have already registered as a worker in a previous year and we have verified your identification:**

Email [Sveta.Poovey@sckans.edu](mailto:Sveta.Poovey@sckans.edu) with the following information:

- Your supervisors name
- The title of the job you will be working

**Sveta will email you a contract and class schedule agreement. Sign both, take both to your supervisor and return ONE copy to Sveta's office.**

**That's it!**

*easy peasy*  
**≡ LEMON ≡**  
**SQUEEZY**



*From Athletics to Zoology, there are all kinds of work study jobs available.*



*Student workers make \$7.25 per hour and are paid bi-weekly. All payments are direct deposited to your bank.*



Sveta is located in the financial aid office on the left, last partition.

Student Hours: Monday, Wednesday and Friday from 8 to Noon