



23-24

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: [Student Services - Southwestern College \(sckans.edu\)](http://StudentServices-SouthwesternCollege.sckans.edu) (but the best thing to do is go to a department where you want to work and see if they are hiring.)

3



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 Ashley.Riley@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 emailed to you. You will need it to certify your I-9 later in the process.)

Ashley 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 email a copy of your ID (approved forms of ID are on the back of this page) to Ashley. Once she has approved your I-9 Ashley will send you a contract via DocuSign. Once you sign the contract it will be sent to your supervisor for their signature and then to Ashley. That's it!

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

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

Email Ashley.Riley@sckans.edu with the following information:

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

Ashley will send you a contract via DocuSign. BE PATIENT. She will get the contracts sent a.s.a.p. Once you sign the contract it will be sent to your supervisor for their signature and then to Ashley. That's it!

*easy peasy
=LEMON=SQUEEZ!*



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

Contracts will not be valid until August 14, and will be sent via DocuSign to your SCKANS email address as soon as possible.



Ashley is located in the payroll office, email her with questions.

In-Person Student Hours: Monday, Thursday and Friday 9AM-4PM

LISTS OF ACCEPTABLE DOCUMENTS

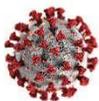
All documents must be UNEXPIRED

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
<ol style="list-style-type: none"> 1. U.S. Passport or U.S. Passport Card 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa 4. Employment Authorization Document that contains a photograph (Form I-766) 5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: <ol style="list-style-type: none"> a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. 6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI 	<ol style="list-style-type: none"> 1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 3. School ID card with a photograph 4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority <li style="text-align: center;">For persons under age 18 who are unable to present a document listed above: 10. School record or report card 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record 	<ol style="list-style-type: none"> 1. A Social Security Account Number card, unless the card includes one of the following restrictions: <ol style="list-style-type: none"> (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION 2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240) 3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal 4. Native American tribal document 5. U.S. Citizen ID Card (Form I-197) 6. Identification Card for Use of Resident Citizen in the United States (Form I-179) 7. Employment authorization document issued by the Department of Homeland Security 		

Examples of many of these documents appear in Part 13 of the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.



During the COVID19 pandemic, the Department of Homeland Security is allowing photocopies of identification to be used for certification. When this changes we will notify new employees.