



Student Employment – Work Study Student Checklist

If you are interested in student employment through work study, you must first complete the FAFSA (Free Application for Federal Student Aid) at www.studentaid.gov. Once you receive an official award notice from M State, your eligibility can be determined.

1. Determine if you are eligible for work study by contacting the Financial Aid office on your campus or completing the [Application for Student Employment](#) and submitting it to the Financial Aid office. If eligible, proceed to Step 2.
2. View available positions on the M State website at www.minnesota.edu/work-study.
3. Complete the employment application and submit it to the supervisor. If requested, prepare a resume for the interview. If hired, proceed to Step 4.
4. Visit the Financial Aid office to complete the required documents: W4 and I9, work study contract, work authorization form and confidentiality statement. You will need to provide two forms of ID (for example, a driver's license, Social Security card, birth certificate or passport). **This must be done PRIOR TO starting your position.**
5. Meet with your supervisor to complete the Student Employee Safety Orientation in D2L. *Safety training must be completed within the first two weeks of employment.* Also, schedule the days/hours to be worked weekly with your supervisor. Review the Student Work Study Handbook, which can found under Quick Links on www.minnesota.edu/work-study.
6. Complete the direct deposit form online by logging into SpartanNet > E-Services > Student Employment > Direct Deposit Setup. Enter all required information. If you

do not sign up for direct deposit, your paycheck will be mailed to the address listed on your file.