



# SOUTHSIDE VIRGINIA COMMUNITY COLLEGE

## So, you would like to be a work-study?

To determine if you are eligible for the program, you need to complete these IMPORTANT first steps:

- Step 1: Complete a work-study application and submit it to the supervisor of the available position.
- A list of open work-study positions is available in the Financial Aid Office.
  - The work-study application is available in the Financial Aid Office or on-line at: <http://southside.edu/forms-and-hiring-tools>
- Step 2: If you are selected for the position, submit the completed work-study application to Financial Aid.
- Financial Aid must review and approve your eligibility for the program BEFORE you begin work.
- Step 3: The supervisor must complete an on-line hiring request BEFORE you begin working
- The supervisor may access this on-line request form at <http://southside.edu/forms-and-hiring-tools>

### STOP HERE

**You may not begin to work until you and your supervisor are notified by Human Resources.**

If you are approved by Financial Aid, you will be notified by email of this and other employment onboarding actions you need to take. You will perform most employment tasks online through SVCC's New Hire Portal in the SilkRoad system.

Be on the lookout for system-generated messages that display in your inbox from SVCC HRonboarding [\[redcarpetmailer@silkroad.com\]](mailto:redcarpetmailer@silkroad.com)

- Step 4: On or Before Your First Day at Work... You MUST complete your portion of the federally required I-9
- This is a federal requirement to prove you are eligible to work in the United States. You will be notified by email of this task and complete it online through SVCC's New Hire Portal in the SilkRoad system. If you have any difficulties accessing this task, please contact Human Resources immediately at [HRonboarding@southside.edu](mailto:HRonboarding@southside.edu), we are here to help you!
- Step 5: Within 3 days of your start date, bring your original work authorization documents to your hiring department or HR in order to complete the employer portion of the federally required Form I-9.
- A list of the acceptable documents will be included in your on-line I-9 task and is also available at: <http://www.uscis.gov/i-9>
- Step 6: Provide a copy of your Social Security Card to your Hiring Department or Human Resources
- We are required by the Virginia Department of Accounts to set you up on payroll with your legal name according to the Social Security Administration. For this purpose, we require a copy of your SS Card. Please provide a copy of your card to your hiring department or Human Resources as soon as possible. We cannot set you up for payroll to pay you without it!

Your remaining onboarding tasks will be available to you online through your New Hire Portal in the SilkRoad system. If you have any questions, or need assistance, please feel free to contact Human Resources at [HRonboarding@southside.edu](mailto:HRonboarding@southside.edu)

We look forward to working with you!