Interested in a Federal Work-Study position?

To determine eligibility in our Federal Work-Study (FWS) Program, the Financial Aid Office must receive your current Free Application for Federal Student Aid (FAFSA), available at *https://studentaid.gov*. After the Financial Aid Office has received your FAFSA, please follow the IMPORTANT steps below:

Step 1: **Call** Karen Wilhelm *(434-949-1052)*, **email** *(karen.wilhelm@southside.edu)*, or **visit** the **Financial Aid Office** on campus for Federal Work-Study Program eligibility status.

Step 2: **Locate** current **FWS positions** as well as the **FWS Application** by visiting the **Financial Aid Office** on campus or **on-line** at *https://southside.edu/financial-aid*.

Step 3: **Submit** your completed **FWS Application** and a copy of your **current semester's course schedule** *(must be enrolled in 6 credits)* to the **supervisor** listed for each interested position. *Please note that a <u>physical signature</u> is required on the FWS Application!* The **supervisor** will contact you after reviewing your application.

Step 4: If you are chosen for a FWS position, the **supervisor** will notify the **Financial Aid Office** and the hiring process will begin. **You will be notified via email of tasks to complete and your hire date during on-boarding.** Please keep-in-touch with your supervisor to ensure completion of all on-boarding requirements in a timely manner.

Students - If you are chosen for a FWS position, please read below!

Once you are approved by Financial Aid, both you and your supervisor will be notified by Human Resources via email of your start date.   You will begin receiving emails from our onboarding system, Avature, and you must complete all tasks within one week. ***<u>At no time are you allowed to begin working until you and your supervisor are notified</u>!***

Step 5: **Federal requirement:** <u>On or Before your first day of work, you MUST complete your portion of the federally required I-9 Form in Avature</u>. If you have difficulty accessing the task, contact Human Resources (HR) immediately!

Step 6: You **MUST bring to HR your original verification documents before or within 3 days of your start date.** 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*.
<u>Please note:</u> If you do not bring us the documents before or within 3 days of your start date, your employment will be terminated, and you will no longer be allowed to work until we receive these documents.

Step 7: **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 up payroll with your legal name according to the Social Security Administration. For this purpose, we require a copy of your SS Card. <u>We cannot set up payroll to pay you without it</u>!

Step 8: Complete your **Tax forms** and **Direct Deposit** information.

* Your **remaining onboarding tasks** will be available to you online through your New Hire Portal in the Avature system. If you have any questions or need assistance, please feel free to email Human Resources at *hr@southside.edu* or Jennifer Davis at *jennifer.davis@southside.edu*, or by calling 434-949-1048.

We look forward to working with you!