

Steps to Getting Work Study

1. Apply for Financial Aid with the Free Application for Federal Student Aid (FAFSA) at fafsa.gov. The UW Colleges school code is: 003897
2. Accept your Financial Aid Award Offer in PRISM. You must have and accept Work Study to be eligible for a work study position.
3. Fill out and turn in a Work Study Job application. This can be turned into either the Student Affairs office or the Administrative Services office.
4. Schedule an interview with the supervisor of the department in which you would like to work. Be sure to bring a copy of your course schedule with you to the interview. Hours and pay will be discussed at the interview.
5. If you are hired, a work study packet will need to be picked up from your supervisor.
6. Return the payroll packet to your supervisor. You will need to complete and pass a background check.
7. Meet with your supervisor to arrange your schedule and duties.

Getting Paid:

1. Students are paid bi-weekly via direct deposit. This form is included in your payroll packet.
2. Students are responsible for reporting their hours.
3. Supervisors will approve hours worked.
4. If you have questions on how to report your hours, see your supervisor.

Fall work study positions are open from September 5, 2017 to December 22, 2017.

Spring work study positions are open from January 22, 2018 to May 21, 2018.

Hours per week vary based on department, position and individual work study award amount.

Work study is semester based. If you have a work study position in fall, you will need to reapply for that position (or another if you choose to change) again for the spring semester.

If you have further questions regarding work study, please stop in the Student Affairs office.

