

# **Work Study Program Student Guidelines**

## **Verify Work Study Eligibility:**

To be hired for a work study position you must have work study included on your financial aid letter.

You can verify your aid by reviewing the Financial Aid Letter that was emailed to you or by going to [myaid.mcad.edu](http://myaid.mcad.edu) – at Menu select “Financial Aid Offer”. This page will include all the aid you are receiving. Work study, if awarded, will be at the bottom of the page under the heading “Student Employment”. If Student Employment is not listed then you have not been awarded work study for this year.

## **How to Apply for Work Study Opportunities:**

All work study opportunities are posted on the Career Development job and internship platform, [Handshake](#), and applications are completed there as well.

If you are a current student, MCAD has already created an account for you on [Handshake](#). In order to activate your pre-filled account (as well as log in after you have activated it), you may log in with your usual MCAD credentials by clicking on the blue 'MCAD Account Login' button.

Once in your account, it is recommended to input additional information regarding your work experience and skills. Additionally, many work study positions will also require that you submit a resume in order to apply.

To view only work study opportunities –

- Navigate to the Jobs tab on the top of the page.
- On the Job Search Page, select the 'On-Campus' filter. All MCAD work study opportunities will then be displayed.
- Review the job opportunities and select “Apply” for each position you are interested in – you can apply for more than one or every position.
- Submit any required documents such as resume or other application material.
  - For resume writing assistance, please review the [Resume guide](#) via the Resources tab of the Career Center on Handshake, or contact Career Development via [careers@mcad.edu](mailto:careers@mcad.edu).
- Supervisors will receive a copy of your application material and will contact you to arrange an interview. Communication will sent to your MCAD email account, so be sure to check your account!

## **Hiring Process:**

Once a supervisor makes a hiring decision, they will contact the MCAD Human Resource Office and the Financial Aid Office so your employment record can be created.

As a Work Study Employee you will be emailed your employment offer letter and instructions for completing any required documentation. Items included are:

1. **Offer of Employment/Wage Theft Notice:** You must receive an offer of employment before you can begin working. This offer will explain things such as your department, hours, rate of pay, eligibility for overtime, pay period and pay date information, and/or any benefits that you may be entitled to (such as Earned Sick and Safe Time). Nothing in the Offer of Employment constitutes a contract for employment. If you are offered employment verbally, please contact [financial\\_aid@mcad.edu](mailto:financial_aid@mcad.edu) prior to working any hours.
2. **Work Study/Student Employee Handbook:** This [handbook](#) explains the student employment conditions and limitations as governed by state, federal, and local laws.
3. **Job Description:** Job descriptions are designed to establish a written record, for both the supervisor and student, of job duties and responsibilities so there will be no misunderstanding of expectations. The job description will include: name, department working for, name and phone number of supervisor, duties and responsibilities of job, minimum qualifications if any, your wage and the length of employment.

### **New Employee Required Documents:**

Once offered a position, new students to work study/student employment must complete the new hire onboarding process in Paylocity prior to beginning work. Instructions will be emailed with the Offer of Employment Letter.

This must be completed and submitted prior to beginning work. Failure to complete and submit forms within the stated time frame may result in termination or suspension of hours until forms are received.

Forms completed during the new hire onboarding include, but are not limited to:

- Form W-4: [Employee's Withholding Certificate](#)
- Form I-9: [Employee Eligibility Verification](#)
- Direct Deposit – bi-weekly pay checks will be deposited to your bank account.
- Emergency Contacts
- Work Study/Student Employment Handbook Acknowledgement

### **Returning Student Required Documents:**

Returning students (those students who have worked in the past 12 months for MCAD) will receive an email with their Offer of Employment. They will need to acknowledge the Offer of Employment and may be asked to update the forms above (other than the Form I-9). All students have the option to change their tax withholdings at any time by completing a new W-4 form in Paylocity.

### **Working and Being Paid:**

You may work on average 7 hours per week through your work study employment. This ensures you are able to earn the full amount awarded. You are able to have 2 different work study

positions, but keep in mind the total hours worked during a week at both positions should not exceed 7 hours.

Minneapolis minimum wage is currently \$13.25, so that is the wage paid for work study positions. You will be [paid bi-weekly](#), based on the hours you worked during the previous pay period. You will receive more information about logging your work hours in Paylocity during orientation.