Student Accepts and Finalizes Work Study Position

Overview

This overview will guide you through accepting and finalizing your new Work Study Position.

1. Once the Supervisor has made you an offer, you will receive an **Inbox** item that says, **"Offer for Job Application".**



 Review the details enclosed and acknowledge agreement to the terms in the <u>Student Employment Agreement</u> (check the I Agree box), then click Submit.

Print Generated Document Review Documents for Offer for Job Application: Cameron (Student) - JR1263 Admissions

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- 3. You will receive another **Inbox** item with documents to review regarding the Pay Schedule and clocking in and out procedures.
 - a. Click the I Agree box, then Submit.



5. You will then receive an Inbox item to complete your I-9 Form.

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6. The completed I-9 form will route to both the Student Employment Coordinator and the Supervisor.

4. Your Supervisor or the Student Employment Coordinate will complete approval steps to finalize your new position.