

# 2015-2016 Federal Work-Study (FWS) Program Checklist

Follow these steps to find and manage your work-study position

*Federal Work-Study funds are paid to you through Direct Deposit. They do not go directly to your bill.*

- \_\_\_\_\_ 1. Check your financial aid award, through the myNEU portal, to confirm you were awarded for the desired work semester/quarter. Your award will show the amount allotted along with the period you can earn the funds.
- \_\_\_\_\_ 2. Search the Student Employment site for available FWS job opportunities. You may access the Student Employment site through your myNEU portal. To get to the Student Employment site go to myNEU, under the Self Service tab select the Student Employment link (under the Work Resources Section), click on Find A Job. *You can apply for up to 20 positions with one application.*
- \_\_\_\_\_ 3. Use the My Dashboard feature on the site to review the status of your current applications.
- \_\_\_\_\_ 4. Interview with the work-study employer. The interview should be used as a screening mechanism for both you and the employer.
- \_\_\_\_\_ 5. You must complete the following before you can begin working:  
(a) Complete all personnel/payroll-related paperwork, including the Form I-9 and Direct Deposit Form. Submit section 1, of the Form I-9, on the Student Employment site. Then bring the appropriate documentation to the Student Employment Office to complete the I-9 process. *A complete list of acceptable documents is at the end of this document. This must be presented to a Student Employment Representative prior to the first day of work.*
- \_\_\_\_\_ 6. The employer you've agreed to work for will submit a hire request through the Student Employment website. You and the employer will receive a confirmation email once the hire request has been approved. **DO NOT BEGIN WORKING UNTIL YOU RECEIVE THE CONFIRMATION EMAIL.**
- \_\_\_\_\_ 7. September 6, 2015 is the first day you may work as a FWS employee for the 2015-2016 academic year. Establish your work schedule with your supervisor as well as review job performance expectations and any other employment related issues.
- \_\_\_\_\_ 8. Keep track of your earnings. You can view your initial award and remaining balance on the My Jobs section of the Student Employment site. When you have 20 hours or less remaining, revisit your schedule with your supervisor.
- \_\_\_\_\_ 9. Students cannot work more than 20 hours per week, while in classes, for all positions combined.

## LISTS OF ACCEPTABLE DOCUMENTS

**All documents must be UNEXPIRED**

*Employees may present one selection from List A*

or a combination of one selection from List B and one selection from List C.

| <b>LIST A</b><br><b>Documents that Establish Both Identity and Employment Authorization</b>  | <b>OR</b> | <b>LIST B</b><br><b>Documents that Establish Identity</b>   | <b>LIST C</b><br><b>Documents that Establish Employment Authorization</b>  |
|--|-----------|---|--|
| <ol style="list-style-type: none"> <li>1. U.S. Passport or U.S. Passport Card</li> <li>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</li> <li>3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</li> <li>4. Employment Authorization Document that contains a photograph (Form I-766)</li> <li>5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status:               <ol style="list-style-type: none"> <li>a. Foreign passport; and</li> <li>b. Form I-94 or Form I-94A that has the following:                   <ol style="list-style-type: none"> <li>(1) The same name as the passport; and</li> <li>(2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.</li> </ol> </li> </ol> </li> <li>6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI</li> </ol> |           | <ol style="list-style-type: none"> <li>1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</li> <li>2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</li> <li>3. School ID card with a photograph</li> <li>4. Voter's registration card</li> <li>5. U.S. Military card or draft record</li> <li>6. Military dependent's ID card</li> <li>7. U.S. Coast Guard Merchant Mariner Card</li> <li>8. Native American tribal document</li> <li>9. Driver's license issued by a Canadian government authority</li> <li><b>For persons under age 18 who are unable to present a document listed above:</b></li> <li>10. School record or report card</li> <li>11. Clinic, doctor, or hospital record</li> <li>12. Day-care or nursery school record</li> </ol> | <b>AND</b>   |
|  |           |   | <ol style="list-style-type: none"> <li>1. A Social Security Account Number card, unless the card includes one of the following restrictions:               <ol style="list-style-type: none"> <li>(1) NOT VALID FOR EMPLOYMENT</li> <li>(2) VALID FOR WORK ONLY WITH INS AUTHORIZATION</li> <li>(3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION</li> </ol> </li> <li>2. Certification of Birth Abroad issued by the Department of State (Form FS-545)</li> <li>3. Certification of Report of Birth issued by the Department of State (Form DS-1350)</li> <li>4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal</li> <li>5. Native American tribal document</li> <li>6. U.S. Citizen ID Card (Form I-197)</li> <li>7. Identification Card for Use of Resident Citizen in the United States (Form I-179)</li> <li>8. Employment authorization document issued by the Department of Homeland Security</li> </ol> |