

# Work-Study Overview

for staff and faculty work-study supervisors

# Student Work-Study Steps

## Student Work-Study Steps

- STEP 1** Any student interested in a Work-Study position must first fill out the *Work-Study Interest Form* on the Minnesota North Work-Study webpage. \*Eligible students who indicated on their FAFSA that they are interested in participating in the State or Federal work-study program will see Work-Study Eligibility (WSEL) on their financial aid award letter in their eServices account.  
<https://minnesotanorth.edu/admissions-aid/financial-aid/work-study/>
- STEP 2** Once the form has been received and the student is confirmed to be eligible by the Financial Aid office, the student will be notified via e-mail and will be added to the Student Work-Study D2L Handbook.
- STEP 3** The student is required to complete and sign all employment forms. Found on the work-study web page. Including:
- ❖ Work Authorization Form
  - ❖ Federal I-9 Form
  - ❖ Federal W-4 Form
  - ❖ Minnesota W-4 Form
- STEP 4** These completed forms can be returned using the *Work-Study Document Uploader* on the Minnesota North Work-Study webpage. Please see the Financial Aid office if you need help uploading the completed forms.
- STEP 5** Once the completed forms are verified and approved, the student and supervisor will receive an email stating when the student is allowed to begin work. Students may not begin working until they have received this email.

# Step 1: Work-Study Interest Form

**Work-Study Interest Form**  
Financial Aid Office

If you are a student inquiring about available work-study positions, please complete this form.  
The Financial Aid Office will review your request and get back with you via email.

A \* indicates required information

**Student Information**

First Name: \* Jodi Middle Name: Last Name: \* Pontinen

Tech ID: \* 15637544 StarID: \* mv5435th Phone Number: \* Email Address: \*

Campus you will be working on: \* Choose: Term you would like to begin Work Study: \* Choose: 4 Digit Year: \*

Program/Degree: \* Choose:

\* Will you be enrolled for 6 credits or more (at least 1/2 time) each term you are at MNC?  
 Yes  No

\* I understand and agree that a reduction in student loan eligibility may be needed to accommodate my work-study award.  
 Yes  No

**Electronic Signature**

By signing below, I affirm the information included in this form is true and correct and that I agree to all [electronic signature terms and conditions](#) set forth by Minnesota State Colleges and Universities.

[Click Here To Sign Form](#)

- A student begins the process of getting set up for work-study by completing the Work-Study Interest eForm.
- When students click into the interest form, it will ask them to enter their StarID and password making it secure.
- The email address the student provides on their form is the email address their follow-up email will be sent to.

# Step 2: Work-Study Eligibility

## Eligible Email:

Thank you for submitting a Work-Study Interest form. You are eligible to begin the process of becoming a work-study student. As an eligible student employee, you will be enrolled in the D2L Student Employment Handbook and will have access to employment training, forms and resources, and other materials. A pdf copy of the handbook, as well as step-by-step directions for the work-study process can be found on our website: <https://minnesotanorth.edu/admissions-aid/financial-aid/work-study/>.

Please view the Work-Study Job Board on the Work-Study website for a list of eligible positions. You are responsible for connecting with potential supervisors and securing a work-study position. To be eligible to begin working, you must complete the following forms, available on the Work-Study website or in the D2L employment handbook:

Work Authorization Form  
Federal I-9 Form  
Federal W-4 Form  
Minnesota W-4 Form

You and your supervisor will need to complete the Work Authorization Form, which must be submitted with your I-9 and W-4 forms through the [Work-Study Document Upload](#) link.

Once the financial aid department has reviewed and approved your paperwork, you and your supervisor will receive a confirmation email, and you can begin working. Please know that any work completed before you are officially approved by the financial aid department may not be eligible for pay.

If you need help completing these forms or uploading them once completed, please contact our office at [workstudy@minnesotanorth.edu](mailto:workstudy@minnesotanorth.edu) or stop in the Financial Aid Office on your campus.

Sincerely,

Minnesota North Financial Aid Office  
[workstudy@minnesotanorth.edu](mailto:workstudy@minnesotanorth.edu)

- Interest Forms are reviewed to confirm:
  - Work-study Eligibility on Financial Aid Award letter
  - Enrolled credits are at least half-time (6 credits)
- Students will receive an email after their Interest Form has been reviewed directing them to the required forms located on both the website and D2L work-study handbook.
- Students will be notified if they are not eligible for work-study.

# Step 3: Student Employment D2L handbook

The screenshot shows a D2L LMS interface for the course "Minnesota North 2023-2024 Student Employment Training". The user is logged in as Jodi Pontinen. The main content area features a banner for the "Minnesota North Student Employment Handbook" with a background image of green pine needles. Below the banner, there are two columns of content. The left column is under the "Announcements" tab and contains a "Welcome" message. The right column is under the "Updates" tab and shows "There are no current updates for Minnesota North 2023-2024 Student Employment Training". Below the updates, there is a "Calendar" section showing "Tuesday, July 25, 2023" and "Upcoming events" with a message "There are no events to display. Create an event".

Minnesota North College

Minnesota North 2023-2024 Student E...

JP Jodi Pontinen

Materials ▾ Assessments ▾ Communication ▾ Resources ▾ Course Admin

## Minnesota North Student Employment Handbook

**Announcements ▾**

**Welcome ▾** ×

**Welcome!**

Thank you for your interest in the student employment program at Minnesota North College. This course is intended to provide basic information, step-by-step instructions, and other resources for those interested in pursuing student employment at any of the six Minnesota North college campuses.

Many answers to common work-study questions can be found within this digital handbook, or on our work-study website [Work-Study - Minnesota North](#). Please contact our office with specific questions, or for those not addressed in these locations.

Thank you for your participation in this vital program.

[Click here](#) to begin or navigate to the course [Content menu](#). (Materials>Content)

Financial Aid Office  
Minnesota North College

**Updates ▾**

There are no current updates for Minnesota North 2023-2024 Student Employment Training

**Calendar ▾**

Tuesday, July 25, 2023 ▶

**Upcoming events ▾**

There are no events to display. [Create an event](#)

- Students will be added to the Work-Study D2L site, Minnesota North Student Employment Handbook
- The student handbook includes basic information such as:
  - Work study overview, eTime sheets, Hours & Pay, Direct Deposit, Employment forms and how to complete them.
- This information is open for them to reference at any time during the academic year.

# Step 4: Employment Forms

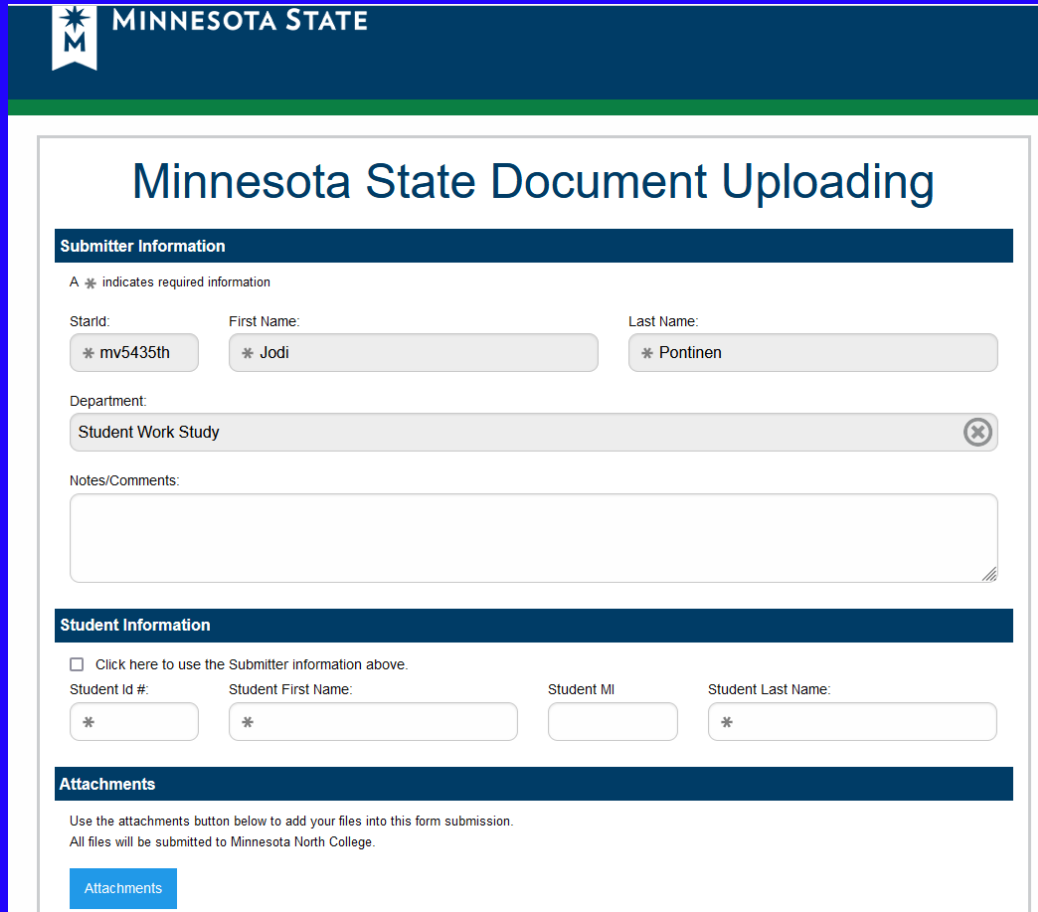
Students are required to complete and sign all employment forms.

Including:

- ❖ Work Authorization Form
- ❖ Federal I-9 Form
- ❖ Federal W-4 Form
- ❖ Minnesota W-4 Form

These forms are located on the work-study web page as well as in the Minnesota North Student Employment Handbook D2L site

# Step 5: Document Uploader



The screenshot shows a web form titled "Minnesota State Document Uploading" with the Minnesota State logo at the top left. The form is divided into three main sections: "Submitter Information", "Student Information", and "Attachments".

**Submitter Information**

A \* indicates required information

Starid: \* mv5435th      First Name: \* Jodi      Last Name: \* Pontinen

Department: Student Work Study

Notes/Comments:

**Student Information**

Click here to use the Submitter information above.

Student Id #: \*      Student First Name: \*      Student MI:      Student Last Name: \*

**Attachments**

Use the attachments button below to add your files into this form submission.  
All files will be submitted to Minnesota North College.

Attachments

- Once a student has completed all four student employee documents, they will need to submit them using the secure Document Uploader on the Work-study webpage. (Students can see the financial aid office if they need help!)
- Students can attach scans or images of their documents by clicking "Attachments".

# Document uploader tips

## Work-Study

### Student Resources

[Work-Study Interest eForm](#)

[Work-Study Document Uploader](#)

[Work-Study Job Board](#)

[Student eTimesheet Instructions](#)

[2022-2023 Work-Study Payroll Schedule](#)

[2022-2023 Work-Study Adjustment Form](#)

- Make sure all forms are filled out completely before uploading.
- If the student has an iPhone, they can use the Notes app. to scan images of their documents for submission.
- Students can also upload photos of their documents. \*Please ensure they are easy to read (the document is not folded, the image is not cut off, etc.)
- If forms are illegible or incomplete, the student will be contacted and will move into follow-up status where a Financial Aid Specialist will contact them requesting new/revised documents. This prolongs the work-study authorization process.



# Step 5: Work-Study Confirmation



- Once a student uploads their documents, they are added to our workflow for review.
  - Student employee forms are reviewed and processed in the order in which they were submitted.
- Once a student's forms have been processed, the student *and* supervisor will receive a confirmation email from the Financial Aid Office.
  - Students are not eligible to begin working until they have received their confirmation email.
- If a student's forms are illegible or incomplete, they will be contacted by the Financial Aid Office for additional follow-up.

Questions?

[workstudy@minnesotanorth.edu](mailto:workstudy@minnesotanorth.edu)