

## Federal Work Study Employment Process

1. The supervisor completes the Work Study Employment Job Posting form online at <https://weba.scottsdalecc.edu/forms/workstudy/>. Only SCC employees can access this site using any SCC account. Note: your SCC account user name is NOT district MEID!
2. Human Resources will review the posting and, if approved, the job will post on the online work-study job board.
3. Students look at the job postings online and after identifying a job choice completes the SCC Work Study job application and contacts the supervisor listed to request an interview.
4. If scheduled for an interview, the student brings a current resume and SCC Work Study job application to the department supervisor.
5. If the supervisor wants to hire the student, the supervisor signs the application and sends the student, along with the signed application, to Carlos Flores in LB 116 to complete the new hire documentation.
6. The student completes the new hire paperwork.
7. The supervisor is notified by Financial Aid that the paperwork is complete.
8. The supervisor completes the Work Study RPS in HRMS and sends it forward for approval.
9. Once the Work Study RPS has gone through the approval process, the creator of the Work Study RPS receives an e-mail notification that the student has been hired. The student can begin working the day after the e-mail alert is received.
10. The supervisor contacts the student to begin working.
11. The supervisor tracks the student's earnings and Work Study RPS end date to ensure the student does not go over the allotted amount or time frame.
12. The supervisor may contact Human Resources with any payroll questions at (480-423-6729).