

# Student Employment

Why do I *need*  
to work while I  
go to school?



How do I know  
if I have work  
study and can I  
get a job  
without it?

Look at your

Financial Aid Award Letter



Can I work a non-work study job while working a work-study job, to be able to earn more?

**YES!!**

Limited to 20 hours per week total!



Can I use my  
work study for an  
off-campus job?

**Yes!**



Why should I even use my work study?



Reduce student loans = less to pay back



But who can  
help me find a  
job?



All jobs posted:

<http://www.wou.edu/wolflink.php>

Your responsibilities include:

# Go to the Payroll Office

\*\*take photo identification and  
ORIGINAL Social Security Card.

The payroll office is located  
on the third floor of the  
Administration Building.



# Make sure to also:

Keep your supervisor informed

Call in when sick!

Limit your work schedule to no more than 20 hours per week during the school year.



# You also need to be a good employee.....

## This includes:

- Be aware of policies and procedures for campus and your department.
- Ask about cell phone usage and personal computer usage.
- Find out what to do during "down time"
- Dress accordingly
- Respecting your boss and coworkers
- Arrive on time



You will be paid according to the job you have.

Off-campus non-work study jobs:

Employer will pay you directly

On-campus or off-campus  
FWS Community Service Jobs:

Receive a paycheck from WOU's Payroll Office

Based on hourly rate and hours worked

can work no more than 20 hours per week

can earn up to your work-study award

can work July 1<sup>st</sup> - the last day of classes

