

**CAREER DEVELOPMENT CENTER (CDC)
STEPS FOR WORK STUDY PLACEMENTS
Fall Semester 2013**

CRITICAL DATES:

9-5-13	Returning students who have completed all paperwork with CDC can begin work
9-5-13	Work Study Job Fair – 1:30PM – 4:30PM /Jane Elliott Hall Auditorium New and Transfer Students preferred
9-6-13 – 9-23-13	FWS Job Placement Office Hours in the CDC (2-3 hour blocks)
9-23-13	All work study students must have completed job placement actions
10-15-13	First FWSP paychecks/direct deposits issued to students

MANDATORY REQUIREMENTS:

Please ensure you have the following documents, along with your completed FWSP paperwork, to ensure smooth registration:

- a. Two forms of identification, one of which must be a picture ID (i.e., driver's license, passport, etc.). It is suggested that the other form be a social security card or birth certificate. Please bring the original document and a copy. We will keep the copy.
- b. A voided check or a checking account deposit slip to initiate direct deposit actions. Paper checks are not typically issued by TSU Payroll.
- c. A copy of the FWS award you have accepted via your Banner account
- d. A printout of your successful completion of the FWSP Orientation quiz through e-learn.
- e. Completed forms (IRS Form W-4, Form I-9, Authorization for Direct Deposit, Employee Verification Update Form.

FIRST TIME AND RETURNING WORK STUDY STUDENTS

First Time and Returning Work Study students should complete the following steps for placement in the Work Study Program:

STEPS:

1. COMPLETE THE ONLINE WORK STUDY ORIENTATION AND ASSESSMENT

Note: You must complete the Work Study Orientation and Assessment with a passing score of 70% or better to be placed in a Work Study job assignment.

- a. Click here to access eLearn: elearn.tnstate.edu
- b. Login to eLearn using the same username and password that you use for myTSU. If you *experience problems, please call the help desk at 615-963-7777.*
- c. Click on the **Self Registration** tab at the top of the home page to access and complete the course titled "CDC003 – Work Study Orientation – Fall 2013"

- d. Complete the mandatory course assessment after you have completed the course. Ensure that you receive a message saying that you have completed the assessment with a 70% score or higher; if not, retake the assessment until you receive a minimum score of 70%.
- e. Print the assessment completion page showing your final score by clicking on the **File** button at the upper left area of the screen and select **Print**

2. DOWNLOAD AND COMPLETE THE FOLLOWING REQUIRED FORMS

- a. From the eLearn “Course Homepage” click on the tab labeled **Content** to download the following forms, -OR-
- b. Click each link below to access the forms:
 - i. **IRS Form W-4** (Employee’s Withholding Allowance Certificate)
(Returning students do not have to file unless making changes.)
 - ii. **Form I-9** (Dept. of Homeland Security Employment Eligibility Verification)
 - iii. **Authorization Agreement for Direct Deposit**
(Returning students do not have to resubmit, if bank information is the same.)
 - iv. **Employee Verification Update Form** (Requirement for all Personnel Employed by TSU)
 - v. **Work Study Job Referral Card**

3. SEARCH FOR AND APPLY TO AVAILABLE WORK STUDY JOBS ON TIGER TRACK

- a. You must be registered as a student in Tiger Track. If you are already registered then skip to Step 3.c.
- b. If you are not registered on Tiger Track, then click here to register as a student: [Tiger Track](#)
- c. From your student “Home” page on Tiger Track,
 - i. Click on **CSM Jobs** under the “Jobs” tab
 - ii. Select **Work Study** from the “Position Type” drop down menu on the Job Postings search page then click **Search**.
 - iii. View descriptions of available jobs by clicking on the job title.
 - iv. Apply to jobs you are interested in by contacting the supervisor listed in the description.
 - v. Take the Work Study Job Referral Card to the supervisor in the department where you plan to work. ***The supervisor must complete and sign the Work Study Job Referral Card.***

4. BRING YOUR FWS AWARD LETTER, ALL COMPLETED FORMS FROM STEP 2, AND THE COMPLETED WORK STUDY JOB REFERRAL CARD FROM STEP 3 TO THE JOB Fair or the CAREER DEVELOPMENT CENTER located in the Floyd-Payne Campus Center, Suite 304

5. OBTAIN A NOTICE OF APPOINTMENT FORM FROM THE CAREER DEVELOPMENT CENTER

6. TAKE THE PINK COPY OF THE NOTICE OF APPOINTMENT FORM TO THE SUPERVISOR OF THE DEPARTMENT WHERE YOU WILL BE WORKING.

YOU HAVE COMPLETED THE PROCESS