



FWS EMPLOYMENT PAPERWORK INSTRUCTIONS

YOU MUST DOWNLOAD AND COMPLETE ALL THE FORMS IN INK. ALL PAGES MUST BE SUBMITTED TO THE FINANCIAL AID OFFICE

**COMPLETE AND RETURN
YOUR PAPERWORK**

NOW

**ALL PAPERWORK MUST
BE RETURNED WITHIN
30 DAYS OF AWARD
NOTIFICATION**

**YOU WILL NOT BE ASSIGNED
A JOB. IT IS YOUR
RESPONSIBILITY TO REVIEW
THE JOB LISTINGS
([www.mtaloy.edu/
workstudy](http://www.mtaloy.edu/workstudy)), SELECT A SITE,
INTERVIEW AND OBTAIN THE
SUPERVISOR'S SIGNATURE
ON THE EMPLOYMENT
APPLICATION.**

**IF you live out of state
or a distance from the
College campus, it is
important that you bring
your identification to
complete the I-9 form
with you when you visit.
This form will be
required to be
completed before
school starts in the fall
and by the designated
deadline date.**

**AFTER YOUR WORK-STUDY
PAPERWORK IS COMPLETE,
YOU'LL RECEIVE A POST
CARD IN THE MAIL CLOSER TO
THE SEMSTER CONFIRMING
YOUR SITE AND HOURS.**

**YOU CAN BEGIN WORKING
THE FIRST DAY OF CLASSES.**

If Federal Work-Study is listed on your award letter you must complete the following paperwork and return it to the Financial Aid Office. You will not be permitted to participate until ALL documents are completed and submitted. Do not submit Federal Work-Study paperwork unless it is listed on your award letter. You must be eligible and awarded Federal Work-Study to participate.



FORMS YOU NEED TO COMPLETE:

- ⇒ **Federal Work-Study Employment Application:** This application must be read, completed and signed by both you and the supervisor of the site at which you wish to work. It is your responsibility to contact the supervisor of that site to set up an interview and obtain their signature on the employment application. (If you live a distance away or in another state, ask the supervisor if you can do your interview by phone and mail or fax them the Employment Application for signature.) Look at jobs at: www.mtaloy.edu/workstudy
- ⇒ **Personal Data Sheet: & Direct Deposit/Pay Card Authorization** These form must be completed and signed in order for the Payroll Dept. to process your paycheck accurately. These forms should be returned to the Financial Aid Office. Be sure these forms are complete, signed and if you choose direct deposit a copy of a voided check attached. If you have questions about these forms call the Human Resources Dept. at 814-886-6500.
- ⇒ **W-4 Form:** The bottom half of this form must be completed, signed and dated by you. It is a requirement in order to process your paycheck. Return this form to the Financial Aid Office. *Some out of state students may be required to complete an additional W-4 Form for their state.
- ⇒ **Local Earned Income Tax Residency Certification Form:** Please complete the top half of this form with your permanent address if you are a PA resident. This address should be the address that you will use when filing your Federal income tax return and should not be your dormitory address or residence you're living at while at school. You must list the name of your city, borough or township on the form—if you do not know, you must find out. Be sure to sign and date the certification. *Some out of state students may be required to complete an additional form called a REV-419 EX for their state.
- ⇒ **Confidentiality & FERPA Understanding Agreement:** This form must be completed, signed and dated by you. By signing this form, you are confirming you understand the College Confidentiality & FERPA policy. Return this form to the Financial Aid Office.
- ⇒ **Acknowledgment of Receipt– Incident Reporting Policy and Notice of Rights and Responsibilities for Workers' Compensation:** Please print your name and the name of the department where you will be working. You will also need to sign and date the acknowledgement indicating you have read and understand the information provided. In addition, you will need to sign page 9 of this form. Return all pages of the signed acknowledgement



I-9 Form: NEW WORK-STUDY STUDENTS must complete this form. This form is available at the Financial Aid Office and must be completed in the presence of a Financial Aid staff member. The I-9 must be on file before you can begin work. You will need to bring two valid (non-expired) forms of identification with you. A driver's license and social security card are acceptable. Call to inquire about other forms of identification that are acceptable.

Questions about work-study? Call 814-886-6341