

# **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:

- 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.
- A voided check or a checking account deposit slip to initiate direct deposit actions. Paper checks are not typically issued by TSU Payroll.
- A copy of the FWS award you have accepted via your Banner account
- A printout of your successful completion of the FWSP Orientation quiz through e-learn.
- 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.**

- Click here to access eLearn: [elearn.tnstate.edu](http://elearn.tnstate.edu)
- 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.*
- Click on the **Self Registration** tab at the top of the home page to access and complete the course titled "CDC001 – 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**