**CAREER DEVELOPMENT CENTER**

**STEPS FOR WORK STUDY PLACEMENTS**

**Spring Semester 2013**

**CRITICAL DATES:**

January 14 Job placements will begin for students who have been awarded work study for Spring Semester 2013. Students who were placed Fall Semester 2012 will return to their same placement site and will not need to report to the CDC office. FWS students can begin work if all job placement paperwork is complete.

January 15-31 FWS Job Placement Office Hours in the CDC (2-3 hour blocks)

January 31 **All work study students must have completed job placement actions**

February 15 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:

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

**FIRST-TIME WORK STUDY STUDENTS AND STUDENTS AWARDED FOR SPRING SEMESTER 2013**

First-time Work Study students and students awarded for Spring Semester 2013 must 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 to be placed in a Work Study job assignment.**

* 1. Click here to access eLearn: [**elearn.tnstate.edu**](http://elearn.tnstate.edu/)
  2. 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.*
  3. Click on the **Self Registration** tab at the top of the home page to access and complete the course titled “CDC002 – Work Study Orientation – Springl 2013”
  4. 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%.
  5. 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**

1. **DOWNLOAD AND COMPLETE THE FOLLOWING REQUIRED FORMS**
   1. From the eLearn “Course Homepage” click on the tab labeled **Content** to download the following forms,

-OR-

* 1. Click each link below to access the forms:
     1. [**IRS Form W-4**](http://www.irs.gov/pub/irs-pdf/fw4.pdf) (Employee’s Withholding Allowance Certificate)
     2. [**Form I-9**](http://www.uscis.gov/files/form/i-9.pdf) (Dept of Homeland Security Employment Eligibility Verification)
     3. [**Authorization Agreement for Direct Deposit**](http://www.tnstate.edu/hr/documents/formspage/generalhrforms/Direct%20Deposit.pdf)
     4. [**Employee Verification Update Form**](http://www.tnstate.edu/hr/documents/formspage/generalhrforms/Employee%20Verification%20Update.pdf) (Requirement for all Personnel Employed by TSU)

1. **BRING YOUR FWS AWARD LETTER AND ALL COMPLETED FORMS FROM STEP 1 & 2 TO THE CAREER DEVELOPMENT CENTER BEGINNING ON JANUARY 14, 2013 AND NO LATER THAN JANUARY 31, 2013.**