

# You're Work-Study Eligible, now what?

## Finding a Work Study Job...

- Student verifies with Student Services Office her work study eligibility status each term.
- Student researches open positions on SAGElink, a state-of-the-art student job search that can be accessed at [https://www.sage.edu/resources/careerservices/SAGElink\\_Students/](https://www.sage.edu/resources/careerservices/SAGElink_Students/)
- Students who were at Sage in Fall 2008 already have an account and may need to obtain a new password. Students admitted after Fall 2008 will need to create a username and password before they can log in and search for positions.
- Student inquires by email, phone or in person directly to campus office regarding position availability and job description (check the position description on SAGElink to verify how each office wants you to apply).
- Student completes application process for each position in which she is interested.

## If Hired...

- Students must complete the following forms with their Work Study Supervisor:  
**Student Employment Authorization Form**  
**I-9 (Employment Eligibility Form)**  
**W-4**
- Note that the Supervisor is responsible for sending these completed documents to Student Services.
- If your supervisor does not have a copy of these forms, you may obtain them from the Career Center in Hart Hall.
- Additionally, a student may fill out a direct deposit form to have their check deposited into a bank account of their choice
- Student receives copy of job description, salary information, supervisor's name and contact information and work schedule in writing
- Supervisor reviews job duties with student and provides necessary training
- Supervisor and student keeps a record of all hours worked
- Student and supervisor signs timesheets and submits them bi-weekly

## Student Paychecks

Students are paid on a bi-weekly basis - every other Friday.

Student paychecks must be picked up at the Student Services Office (ID required).

## For More Information, please contact:

RSC Career Center  
Hart Hall, 2<sup>nd</sup> Floor  
(518) 244-2272

Sage Colleges Payroll Office  
Plum Memorial Building, 3<sup>rd</sup> Floor  
(518) 244-2203