

WORK-STUDY PROGRAM

What is work study? As part of your financial aid package, you may have been offered a work award. This allows you to work on campus and earn money. Your work-study award does not get automatically applied to your tuition. You can earn the funds in the form of a paycheck or have it applied directly to your tuition.

How do I find a job? Students can search my.northland.edu under the work-study tab for open positions.

Steps to Securing Your Job

- 1. Find an open job position.** When you find a position that interests you, contact the supervisor for an interview.
- 2. Obtain a work-study contract.** This will be located on my.northland.edu under the work-study tab. This document must be signed by both you and your supervisor and be approved through the Financial Aid Office before you can begin work.
- 3. Complete an I-9 form.** This form is required by the Department of Homeland Security and allows us to pay you as a work-study student. To complete this form, you will need:
 - U.S. passport OR
 - Driver's license/photo ID AND
 - Social Security card or original birth certificate
 - You can print this form and fill it out, however the above documents will need to be verified in person when you arrive on campus. Once this form is completed, you will not have to submit it again.
- 4. Complete payroll forms.**
 - W4
 - Campus Earnings Form
 - Direct Deposit Form

**All forms are located on the my.northland.edu work-study tab.*

Other Information on my.northland.edu

The portal will also provide information on:

- Student employment handbook
- All payroll/financial aid forms
- Online timesheet instructions
- Frequently asked questions

Contact Information

If you have any questions regarding your campus employment or financial aid, please contact Student Financial Services at finaid@northland.edu or by calling (715) 682-1255. Our office is located in Brownell Hall, second floor, room 113.