

FWS Placement

The work-study placement process is self-service. Please follow all the instructions below. **Do this even if you are returning to an FWS job you had last year.**

Step 1 – Complete pre-employment paperwork (W-4 and INS Form I-9).

- Go to the Chemeketa Human Resources (HR) office in building 2, room 214. Tell the receptionist that you need to complete **student employment paperwork**.
- Take with you original documents to prove your identity and employment eligibility. Most students use driver's license, state DMV ID or Chemeketa student ID, **and** either birth certificate or social security card. Names must match. If you have questions about acceptable documents, information is available on-line, <http://www.uscis.gov/files/form/i-9.pdf>. Please see page 3 of the form.
- If you are a permanent resident, you must provide the A# from your 'green card'. You may also choose to use that card as both your identity and eligibility documentation.
- Tell the HR staff person if you worked at Chemeketa last year. You will not be required to complete all new documentation, but you may need to complete a new W-4.
- When your forms are complete, the HR staff member will give you a blue card, verifying that you have completed this step of the employment process. You will need to present this card to the Job Placement staff to have your referral validated.

Step 2 – Locate a job to apply for.

- If you are new to FWS at Chemeketa, you can make an appointment with Job Placement, 503-399-5026. Staff will help you assess your skills in relation to available FWS openings. This is not required, but may help you complete the placement process faster and more easily.
- Log on to my.chemeketa.edu . Use a computer with a printer available.
- Under Shortcuts, click on "Find an FWS job"
- A list of all currently-available FWS positions will be displayed.
- To narrow the search, click on the arrow at the right of one of the option fields (Job Type,

Supervisor, Job Title, Job Location). Select one choice from the dropdown list. Click on "Find Available Jobs".

- Click on a job title to see detailed information. This opens a new window. If you decide it is not a job you want to apply for, click "Close" to return to the job list.
- If you meet the requirements and want to apply for **this** job, click on "View Referral" and then click on "Activate this referral". You can have a **maximum** of two referrals active at one time. Referrals can only be inactivated by staff in Job Placement.
- Click on "Print". Take the printed referral and your blue card from Human Resources to the Job Placement office in the Counseling Center, building 2, room 115.
- A Job Placement staff member will sign off on the referral.
- If the referral does not print correctly, log on to my.chemeketa.edu at a different computer. Go to the FWS job list, and click on the link to "My referrals". Select the referral needed, and follow the printing instructions.

Step 3 – Contact the supervisor. Interview for the job.

- Phone the supervisor and make an appointment for a job interview.
- At the interview, if you and the supervisor agree that the placement will be acceptable, decide together on your starting date and enter it on the line provided on the referral form.
- Set up a work schedule based on the maximum hours per term printed on your referral, the times you have available outside class, and the supervisor's requirements. You do not need to provide this schedule to the Financial Aid or Job Placement office.

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Step 4 – Complete the hiring process.

- You can have only **one** FWS job at a time. Any exceptions must be approved **in advance** by the FWS coordinator.
- You and the supervisor must each sign and date the form as indicated. Expired referrals will not be accepted. Check the expiration date in the upper right corner.
- Both you and the supervisor should keep a photocopy of the form for reference.
- Return the signed **original** to the Financial Aid Office in building 2, room 200 **before** the expiration date printed at the top of the referral. If the office is closed, you can put the form in the locked drop box just outside the Enrollment Center front door. Forms can also be returned by mail.

- You may begin working **after** the signed referral has been turned in at the Financial Aid Office.
- Pick up a timesheet from the supply at the Enrollment Center and record your hours each day.

Step 5 – If needed

- If you are not hired on either of your active referrals, take the referrals to Job Placement to be cancelled. You can then repeat the job selection process.
- If you don't find a job that will work for you, check again in a couple of days. New jobs may be posted periodically during the first two weeks of term.

You have on-going FWS responsibilities:

- Record your hours accurately **each time** you work. Do not wait until the end of the pay period and try to reconstruct your work times.
- Submit a completed, signed timesheet to your supervisor by close of business on either the 15th of each month, or, if the 15th is on a weekend or holiday, on the last business day **before** the 15th. **If your timesheet is late, you will not be paid until the following pay period.**
- Update your address and phone number with **both** the Admissions office and Payroll any time there is a change. Paychecks are mailed, and cannot be forwarded to a new address on the basis of a forwarding order filed with your post office.
- Promptly complete a new W-4 form in the Payroll office if your marital status or tax withholding status changes during the year.
- Chemeketa is committed to providing its students and employees with an environment focused on learning and growth, free of discrimination or harassment. Such behaviors will not be tolerated and are against college policy. Every member of the college community, students and employees, is expected to keep Chemeketa's work and educational environment free of any conduct that causes intimidation, hostility or discrimination. Pick up a copy of the harassment policy in the Human Resources office. If you have questions or concerns, contact a member of the harassment network or the FWS coordinator.
- Payday is the last business day of each month. If you do not receive your check in the mail by the 3rd business day of the following month, verify with your supervisor that your timesheet was submitted on time. If it was, contact the Payroll office in building 2, room 214.
- You may choose to have your paycheck direct-deposited. Take a voided check to Payroll and complete any necessary forms.
- If you drop below 6 credits, or withdraw from all of your classes, you must stop working immediately.
- **If you have questions**, please e-mail finaid@chemeketa.edu from your "My Chemeketa" e-mailbox. Include both your name and student ID (K00xxxxxx).
- **Please do not ask FWS questions at the Job Placement Office. Their role in the placement process is to help you with skills assessment, validate the referral form, or cancel an active referral if needed.**