

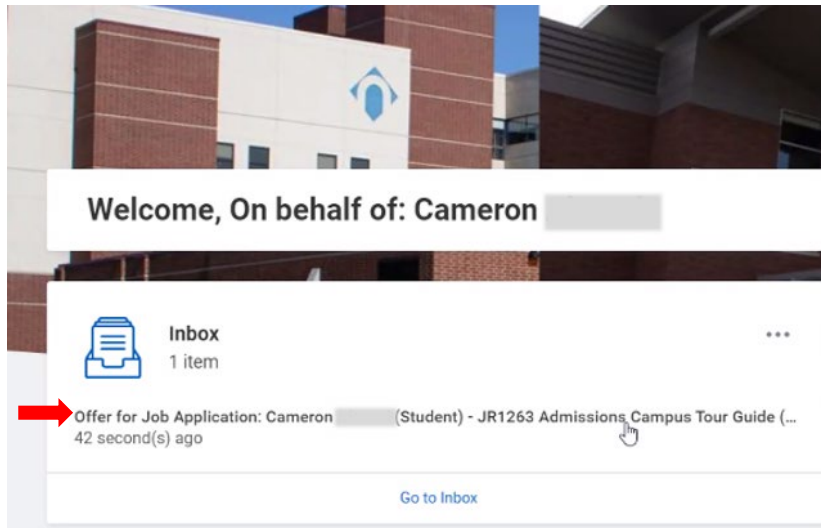


Student Accepts and Finalizes Work Study Position

Overview

This overview will guide you through accepting and finalizing your new Work Study Position.

1. Once the Supervisor has made you an offer, you will receive an **Inbox** item that says, **“Offer for Job Application”**.



2. Review the details enclosed and acknowledge agreement to the terms in the **Student Employment Agreement** (check the **I Agree** box), then click **Submit**.

Print Generated Document

Review Documents for Offer for Job Application: Cameron [redacted] (Student) - JR1263 Admissions Campus Tour Guide (CAN-9715) [Actions](#)

2 minute(s) ago

Documents

Document	Student Employment Agreement 02/10/2021.pdf
Instructions	Please review the attached student employment agreement.
Signature Statement	I acknowledge and accept these terms of employment.
I Agree	<input type="checkbox"/> ←

[Submit](#) [Save for Later](#) [Cancel](#)



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3. You will receive another **Inbox** item with documents to review regarding the Pay Schedule and clocking in and out procedures.
 - a. Click the **I Agree** box, then **Submit**.

4. Your Supervisor or the Student Employment Coordinate will complete approval steps to finalize your new position.

5. You will then receive an **Inbox** item to complete your **I-9 Form**.

6. The completed I-9 form will route to both the Student Employment Coordinator and the Supervisor.