

Wayne Landreth

Work Study Explained Script

Opening: (Starts off on the Purchase College SUNY website)

You: Hello everyone, my name is Wayne and I'm going to show you how to figure out if you have been awarded work study. First you go to the Purchase College SUNY website at www.Purchase.edu. And scroll down to the bottom, and click on Current Students below the section Information for:. To your right on Quick Links, click on myheliotrope.

(Now at my heliotrope)

You: After you completed the log in. Click on the financial aid tab. And then click on Award, and then click on Award for Aid Year. Select the current Aid Year. and click on submit. Then click on the award overview tab. And if you have financial aid, click on print SUNY Award Letter and that will show you if you have a work study Award. If you have a Work Study Award, then you go back to current students, and click on work study online. And sign in again.

(Now signed in at the Work Study)

You: Once your signed in you will be shown a message saying you have been awarded a certain amount of money from your Work Study for your Award year. You can either accept or decline the Work Study award. If your schedule doesn't allow you to do the work study, or you would rather focus on your academics, you can decline the award which would decline the Work Study altogether, but if your schedule does allow for you to do the work study and will not get in the way of your academics, then click accept. Also though this doesn't happen often, your coordinator may reject your acceptance after your interview if they feel that they are not able to work with you in your available hours or feel that you are not a good fit for the position. In this case, you'll have to apply for another Work Study position in a different department. But anyway, you'll then see your document status. Each document must be printed and completed and brought to the work study coordinator in the SFS Office. (Click on Employee Data Sheet)

(Now on the employee data sheet)

You: The employee data sheet is quite simple. All you gotta do is fill in your information and write your signature at the bottom. (X out of it, then click on Employee Withholding)

(Now on Employee Withholding)

You: The employee withholding sheet is also simple to fill out. All you really have to do is fill out the first page. If you need help with the rest, please speak with a tax professional. The Work Study coordinator may be able to give you some guidance if you need help. You can email workstudy@purchase.edu, or stop by the student financial services office on campus for questions. (X out of that, then click on Employment Verification)

(Now on Employment Verification)

You: Employment Verification is a bit more tricky. You first fill in your information in Section 1. Section 2 is completely your employer's. The third page is the tricky part. You must present documents that establish Identity and Employment Authorization. Using items from List A such as a Passport or a permanent resident card will satisfy both of these things. If you are not able to do that, you must present a document from an item from List B like a Driver's License or School ID with an item from List C such as a Social Security Number Card or a Birth Certificate. You must present them to the Work Study Coordinator. Preferably when submitting all of your forms.(X out of that, and return to the complete Work Study page.)

(Now on the Work Study Page)

You: Your work study coordinator will then make sure that your forms are complete, and if they are, you can start applying for jobs at Purchase JobScore. You will see a message that will tell you that you can now go to Purchase JobScore and start applying for jobs. All you gotta do is click on the word JobScore. (Click on JobScore). (Don't mention this if this doesn't work) And then click on the big blue JobScore logo, sign in and you can start applying for jobs. (X out of that and return to the Work Study page.)

(Back on the Work Study Page)

You: So now with all your forms submitted, your supervisor will initiate the work study hire form. In your purchase email account you'll receive an email titled "Work Study Application Approved" and in this email you'll have access to your Work Study Hire Form, alternately, you can click on the view application button on the Work Study Home Page. (Click on View Application).

(Now at Work Study Hire Form)

You: Your application is called the Work Study Hire Form. You'll again see your name, supervisor, job title and your pay rate and award amount. Scrolling down you'll see that your supervisor has signed your form. You must do the same as well. All you gotta do is click on sign. The page will refresh and you'll see a message that says "Sign Off Successful" and will tell you you have accepted the position and your job is now active.

(Back to you)

You: So there you have it everyone, all you need to know about the steps about doing or denying Work Study. Thank you for watching and take care everyone!