

THE PROCESS OF

becoming a Federal Work-Study

2024-2025

Congratulations! You have been hired as a Federal Work-Study. Now what?

1

COMPLETE THE STATE APPLICATION

<https://jobs.vccs.edu/postings/33762>

EMAIL FINANCIAL AID WHEN THE APPLICATION IS COMPLETE

- They will then send your information to HR to begin your onboarding process.
- They will give you an approximate start date.

2

3

COMPLETE YOUR BACKGROUND CHECK (IF APPLICABLE)

- You will be sent an email to complete your portion. You must complete this within 3 days of initiation.
- If it comes back clear, you will move to step 4.

COMPLETE YOUR ONBOARDING

- You will be sent an email from Avature to start your onboarding.
- You must have green checkmarks on everything before you can start working. (This must include your tax documents and direct deposit information.)

4

5

PLACEMENT FORM

- Financial Aid will email you a placement form. This must be signed by both you and your supervisor. It will include your start date, number of hours you can work, and your pay rate.
- Turn the placement form back in to the Financial Aid Office.

MEET WITH YOUR SUPERVISOR

- If you haven't yet, meet with your supervisor to discuss your schedule and work-duties.

6

7

BEGIN WORKING!

- The work week runs Friday to Thursday.
- Timesheets are due every Thursday by 2PM
- Do not work over the hours you are allowed unless cleared by Financial Aid.