

Work Study Student Frequently Asked Questions (FAQs)

Why should I use my Work Study award?

- Work Study jobs are “free money,” reducing your need for student loans.
- Work Study jobs are designed to fit with the college student schedule. Most jobs have flexible hours limited to 19.5 hours/week, provide training, and give you GREAT experience in your field of study.

Where do I find Work Study jobs?

1. Make sure you have been awarded Work Study funding, first.
 - Log into your MSU Billings Secure area and click on the Financial Aid tab to see.
 - Pay attention to the TYPE of funding you have received:
 - STAT or INST means you can only work ON-CAMPUS work study jobs.
 - FDRL means you can work at any of the OFF-CAMPUS non-profit partners listed on the **CareerLink** website.
2. Once you have been awarded *and have accepted* your Work Study award, you can use **CareerLink** to find all work study jobs by visiting <http://www.msubillings.edu/careers/clmenu.htm> and clicking “Students”
 - If you have NOT already used **CareerLink**, log in using this format:
Username: *student ID number WITHOUT the dash (i.e. 09876543)*
Password: *you will need to reset your password from the login screen if you have never used CareerLink.*
 - After you log in the first time, you will be asked to complete your profile. This should only take a few minutes.
 - If you HAVE logged in before, enter the password you have created.
3. After you log into **CareerLink**, look for Work Study Jobs under the Job Search menu.
 - You apply for these jobs by following the application instructions in that job posting.

What happens once I’ve been hired?

- ON-CAMPUS jobs: your supervisor will have paperwork for you to fill out.
- OFF-CAMPUS jobs: before you can work, your supervisor must complete the Employer area of the Work Study Authorization Form.
 - Obtain the form from the Financial Aid Office (McMullen 103 or Jacket Student Central at City College), and return it there once completed.
- For ALL work study, you must also complete employment paperwork (W-4, I9, etc.), available in the Human Resources Office (McMullen 310) or Business Office at City College (unless you have been paid by MSU Billings within the last year). **Only then may you begin to work.**

How/When do I get paid?

- ON-CAMPUS: complete electronic timesheets found in your MSU Billings Secure Area under the Employee Services tab.
 - Your supervisor will approve timesheets in the Employee Services tab in her/his Secure Area.
- OFF-CAMPUS: use the timesheet found at <https://www.msubillings.edu/intranet/financialservices/payrollforms.htm> (You will need to log in to the MSUB intranet using the same information you use to access MyInfo). Click on the All Employee Timesheet link.
 - Your supervisor will sign the paper timesheet, and **you submit the original to the payroll office.**
- ALL work study: There are certain days you can submit timesheets. Find this schedule at by clicking on the “Payroll Schedule” link at <https://www.msubillings.edu/financialservices/payroll.htm>.
 - You will get a paycheck every 2 weeks. Funds will NOT go toward your University bill.
 - *Remember to complete and submit your timesheets at the correct time or you will delay your payment!!*

Who will help me if I have questions?

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| • Financial Aid | 896-5920 | finaid@msubillings.edu |
| • CareerLink – Career & Employment Services | 657-2168 | careers@msubillings.edu |
| • Payroll | 657-2131 | payroll@msubillings.edu |