

## If awarded Federal Work-Study for fall/spring:

**Step 1:** Log into your MyFVTC to accept/decline your Work Study award.

**Step 2:** The first week of August you may begin to contact supervisors for the fall/spring contract to set up an interview. To view the available job postings posted on [Wisconsin TechConnect™](http://WisconsinTechConnect.com) you will need to follow the instructions below. Only the jobs posted on the website under Work Study are eligible for this award, as they must meet prior approval to be qualified under the Federal Work Study program.

1. Go to [www.wisconsintechconnect.com](http://www.wisconsintechconnect.com)
2. Click on “Students Get Started”
3. Click on “Search Jobs” – please note that if you are **on campus** you will be able to search positions without creating an account
4. Type in *Work Study* under the “Job Title” field (you are able to add a key work for a specific area, i.e. *Work Study Student Life*)
5. Type in *Appleton or Oshkosh* depending on your desired location
6. Select *Fox Valley Technical College* under “Program”
7. You will then click on the specific job title to view or print more detailed information

**Step 3:** Beginning August 15<sup>th</sup>, contact sheets (contracts) are able to be picked up in Student Financial Services (E118).

- You will need to take the contact sheet with you to the interview, where it will be filled out by the supervisor if hired (*contact sheets will have an **expiration date**- if not hired by this date your work-study award will be canceled*).
- You will also need driver's license and social security card to fill out payroll paperwork with your supervisor. Your supervisor will need to send the original contract along with your paperwork to Human Resources.

**You will not be able to begin working until HR has your employee account created.**

**Step 4:** Once all of your information has been verified and entered into the system by the Human Resources department, the original contract will be given to the financial aid office where it will be imaged and sent to you and your supervisor in electronic form via your student email.

Please contact the Financial Aid Office if you need an additional copy of the Work Study Guidelines or instructions on the Time and Labor system.