

How to be a USF student worker.....

1. The first 30 days of the Fall & Spring semester are a reserved hiring period for Federal work-study eligible student workers. All other student workers must wait until after this period ends before they can begin working. The only exception to this rule is the continuing student worker from the previous semester. If you wish to find out if you are eligible for Federal Work Study funds you must complete a FAFSA form with Financial Aid
2. Complete a student worker application form. These are located in the Career Development Office (Room S148). If you are chosen for an interview for the position that you applied for. **BE PROFESSIONAL.** Dress nicely. Be prepared to treat this as you would for a position outside of school.
3. **IF/WHEN** you are hired. Return to the Career Development Office to complete your I9/W4 form. To complete it in its entirety you need to bring two (2) forms of identification per federal government requirements. One must be a social security card *or* birth certificate. The second ID can be a Drivers License/state ID *or* your current student ID card.
4. Take a Timesheet DUE DATE calendar from the desk. This has all of the dates listed on the left hand side of when timesheets are due. **NOTE THESE DATES MAY CHANGE DUE TO HOLIDAYS!**
5. Take a copy of a complete timesheet to use as a reference.