



Student Work Study Process Guide

Get Financial Aid Office Approval

Check your award letter to make sure you have been awarded work study. You can view your award letter in [CampusPortal](#). If work study is part of your award package, please visit the Office of Financial Aid located in the lower level of Prescott Hall for a Work Study Authorization form.

Find a Job

All open work study jobs are listed in [Rocky CareerLink](#). Job postings include job descriptions, contact, and application information. Contact and meet with prospective supervisors. Once you find a job your supervisor will complete Step Two of the authorization form.

Get Human Resources Approval

Visit the Human Resources Office located in the lower level of Eaton Hall to complete this step. You will be asked to complete a W-4 and an I-9 form to receive HR approval. You must bring your original Social Security card (a photocopy will not be accepted) and driver's license (or a U.S. Passport works all by itself). International students, please stop by Human Resources for a list of approved documents. Bring a blank check with you if you would like to have your paychecks directly deposited into your bank account. You will be given instructions on how to record your hours.

Find the Website and Record Your Hours Worked

You must log in to the system every time you work. Go to www.rocky.edu and click on Resources (top left menu) > Quick Links > Time Clock. Clock in when you arrive at work. Clock out when you leave work. If you forget to clock in or out, you will need to work with your supervisor to make any adjustments.

Pay Day

On the last day of each month your supervisor will review and approve your hours to pay. Pay day is the 12th of the month. If you have not set up direct deposit, your paycheck will be available at the Cashier's desk at 2:00 p.m.