



Student Employment

Student Training

Student Employment - JobX

JobX Benefits for Students:

- Automated notices
- Online applications
- 24-hour service
- Web accessibility
- Job search skills development

Today's Demo

- Student finds and applies for job
- Employer hires student (implied)

Find A Job



Student Employment Home

Students

On-Campus Employers

Contact Us

Welcome to Northern Virginia's Student Employment!



Important Information

More Than Just Our Look Has Changed:

As part of an electronic initiative, this site now includes increased functionality for students and employers alike. We invite you to begin a new experience with us.

Job Listings Now Available:

To search the listings now, [click here](#).

Students

Search for a great job or sign up for e-mail notification about positions you're interested in.

On-Campus Employers

Post available positions, review applications, and hire student employees. Employment guidelines and required documents are at your fingertips.

1. Navigate to <https://nvcc.studentemployment.ngwebsolutions.com>
2. Click 'Students'

Student Employment Home

Find a Job

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Federal Work-Study Resource Page

Job Seekers

Federal Work Study Orientation

You must view this orientation information before accepting your first FWS assignment as a Sample Institution student.

Forms and Information

Download all the required NOVA forms here.

Find a Job

Conduct either quick or advanced searches for available jobs. Submit an online job application!

Sign up for JobMail

Be the first to know when jobs matching your criteria become available.

Current Employees

2010-2011 Payroll Schedule

Check your timesheet due dates and the dates your checks will be issued.

Frequently Asked Questions

Learn more about how the FWS Program works.

Sign up for Direct Deposit today!

Have your FWS check electronically deposited into your personal checking or savings account.

On-Campus Student Employee's Information

Review the On-Campus Student Employee Disclaimer, Non-Discrimination Policy, Student Employee Definition, and other important On-Campus employment details.

Off-Campus Student Employee's Information

Review the Off-Campus Student Employee Disclaimer, Non-Discrimination Policy, Student Employee Definition, and other

1. Click 'Find A Job'

Student Employment Home **Find A Job** ⓘ

Find a Job

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Quick Search **Advanced Search**

Select a quick search.

[Off Campus Work Study Jobs](#) [Show All Active Jobs](#)

[On Campus Work Study Jobs](#) [25 Most Recently Posted Jobs](#)

[Alexandria Jobs](#) [Annandale Jobs](#)

[Loudoun Jobs](#) [Manassas Jobs](#)

[MEC Jobs](#) [Woodbridge Jobs](#)

<u>Data Bank of available jobs</u>	# of Jobs	# of Openings	# of Employers
:: On-Campus FWS Jobs	4	12	3
:: Off-Campus FWS Jobs	1	5	1
:: Total	5	17	4

1. Click the specific 'Quick Search' you would like to utilize to find a job.
2. Otherwise, click 'Advanced Search' to define your own criteria

Student Employment Home

Find A Job



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On Campus Work Study Jobs

Job Title	Employer	Category
-----------	----------	----------

Federal Work-Study (FWS) positions are available only to students who have filed a FAFSA and have been awarded FWS. To check your FWS eligibility, log in to your NOVAConnect account. If you see FWS on your award and wish to work, accept the FWS and establish a log in at <https://mvcc.studentemployment.ngwebsolutions.com>. Follow the directions to pursue a FWS job.

If you wish to work and did not receive an award, you must either have remaining financial need after all aid is considered or be willing to cancel a loan to establish need. Contact the College Financial Aid Office at finaidhelp@nvcc.edu or talk with your Campus Financial Aid Representative to be considered for a FWS award.

FWS awards are offers only; jobs are not guaranteed. A student with a FWS award must seek a position and be hired by a supervisor. All NOVA FWS students must complete all required forms and be attending each term at least half-time (6 credits or more). Other requirements apply and are noted within the FWS Handbook.

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Find A Job



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Show All Active Jobs

Job Title	Wage	Employer	Category
-----------	------	----------	----------

On-Campus FWS Jobs

Job Title	Wage	Employer	Category
Filing	\$7.25/hour	Financial Aid Dist Off/Awards	Clerical
Financial Aid Tests	\$7.25/hour	Financial Aid Dist Off/Awards	Clerical
test	\$7.25/hour	Student Employment Office	Assistant
test	\$7.25/hour	Business Office	Clerical
test 070610	\$7.25/hour	Student Employment Office	Assistant
TEST JOB	\$12.00/hour	Student Employment Office	Clerical

[\[Run a New Search \]](#)

1. In order to view all available jobs, you will need to click the “I agree” button after reviewing the Job Disclaimer.
2. Click the Job Title to view details
3. For help, click the ‘i’
4. To start another search, click ‘Run a New Search’, located under the search results

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[Find a Job](#)

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Job Details

[\[Return to search results\]](#)

test 070610

[Click here to apply for this job](#)

Job ID	4228
Job Type	On-Campus FWS Jobs
Employer	Student Employment Office
Date Posted	Jul 06, 2010
Category	Assistant
Job Description	test
Job Requirements	test
Available Openings	4
Campus Id	East
Academic Year	2010
Hours	10.0 hours per week
Hourly Rate	\$7.25/hour
Contact Name	Taige Test
Contact Email	N/A
Work Location	N/A
Phone	N/A

1. Click the 'Click here to apply for this job' link
2. To return to the search results, click 'Return to search results'
3. To view additional help information, click the 'i'

Student Employment Home

Enter the information below to continue

Institutional Student ID

Check For Award

Find a Job

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1. Enter your “NOVA Student Id” and click “Check for Award”
2. If you have been awarded and accepted a Federal Work Study award, you will be allowed to apply for the job. Otherwise, you will not be allowed to apply for the job.



Apply To Job

For: test 070610

Please complete the application below, then click the "Submit Application" button to apply for this job. A red asterisk will appear next to fields that are required but have not been entered.

Review this application carefully before you submit it. You will not have an opportunity to revise your answers once they are submitted.

1. First Name

2. Middle Name

3. Last Name

4. E-mail Address

5. Student ID

Submit Application

1. Fill out the questions on the application
2. Use your institutional e-mail address and NOVA Student ID

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Add A Resume to your Application.

You may choose to add a resume to your application.
Click browse below to find the file on your computer. Then click **Submit** to send the file

Resume Document to Upload. (Word, PDF, or textfile)

C:\Sample_Resume.pc

- or if you do not wish to upload your resume, please click NEXT to continue.

1. If you wish to upload a resume for the employer to review, please browse to that file on your computer, click 'Submit', then click 'Next'.
2. If you do NOT wish to upload a resume, just click the 'Next' button.

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[Log Out](#)

Congratulations! Your application has been submitted.

[\[View Printable Version\]](#)

Application Date: 07/27/2010

1. First Name

Test

2. Middle Name

3. Last Name

Student

4. E-mail Address

test.student@valenciaccc.edu

5. Student ID

V01234567

test 070610

Job ID

4228

Job Type

On-Campus FWS Jobs

Date Posted

11/26/2010

To print your application, click 'View Printable Version'

[\[Print This Window \]](#) [\[Close This Window \]](#)

Application Date: 10/22/2007

1. First Name
Tim
2. Middle Name
3. Last Name
Pettus
4. E-mail Address
pettusta@gmail.com
5. Student ID
tp5596237
6. Would you consider speaking at information sessions?
Yes

Click 'Print This Window'

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[Log Out](#)

Congratulations! Your application has been submitted.

[\[View Printable Version\]](#)

Application Date: 07/27/2010

1. First Name

Test

2. Middle Name

3. Last Name

Student

4. E-mail Address

test.student@valenciaccc.edu

5. Student ID

V01234567

test 070610

Job ID

4228

Job Type

On-Campus FWS Jobs

Date Posted

07/27/2010

To continue without printing, click 'Student Employment Home' on the NavBar



Sign Up For JobMail



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Federal Work-Study Resource Page

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Have your FWS check electronically deposited into your personal checking or savings account.

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1. Navigate to <https://nvcc.studentemployment.ngwebsolutions.com>
2. Click on the “Students” link
3. Click on ‘Sign up for JobMail’

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If you have misplaced the email containing the Job Mail link that was sent to you when you created your Job Mail account, please enter the same email address that you used to create your account and the link will be re-sent to you.

Email Me!

Don't Already Have A JobMail Account?

[Click here to create a new account!](#)

1. Click on the 'Click here to create a new account' link.

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Create New Account

[Find a Job](#)

[Job Planner](#)

[Create a Resume Brief](#)

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[Log Out](#)

Please enter your information below to establish a new student account.

Email Address	<input type="text"/>
First Name	<input type="text"/>
Middle Name	<input type="text"/>
Last Name	<input type="text"/>
Student Id	<input type="text"/>
Anticipated Grad Year	<input type="text" value="2010"/> ▼
<input type="button" value="Submit"/>	

1. Update the E-mail address field with your NOVA institutional e-mail address. **Please do not utilize a personal e-mail address.**
2. Update your First Name, Last Name, NOVA Student ID and Anticipated Grad Year and click 'Submit'.

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[Contact Us](#)

[Log Out](#)

My JobMail Subscriptions



[Edit My Profile](#)

The JobMail system sends email to you when jobs of interest are posted. Add and edit your JobMail subscriptions below to determine what jobs you will receive JobMail about.

On-Campus FWS Jobs [«?»](#)

[\[Add New Subscription \]](#)

There are no subscriptions for this job type.



Click 'Add New Subscription'

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[Contact Us](#)

[Log Out](#)

My JobMail Subscriptions



[Edit My Profile](#)

The JobMail system sends email to you when jobs of interest are posted. Add and edit your JobMail subscriptions below to determine what jobs you will receive JobMail about.

On-Campus FWS Jobs «?»		[Add New Subscription]
<u>Subscription1</u>		[Delete Subscription]
» Employer	0 selected	[View/Modify]
» Category	0 selected	[View/Modify]
» Campus	0 selected	[View/Modify]

1. Click 'View/Modify' to add preferences for each criteria
2. You may set search criteria for Employers, Job Categories, and Campus.

Student Employment Home

Find a Job

Job Planner

Create a Resume Brief

Contact Us

Log Out

My JobMail Subscription

[Edit My Profile](#)

The JobMail system sends email subscriptions below to determine

On-Campus FWS Jobs «?»

[office](#)

» Employer 0 selected
» Category 0 selected
» Time Frame 2 selected
» Campus 0 selected

[Subscription2](#)

» Employer 0 selected
» Category 0 selected
» Time Frame 0 selected
» Campus 0 selected

Off-Campus FWS Jobs «?»

[Subscription1](#)

» Employer 0 selected

Choose Employer(s)

Selected Items
None selected

[Remove All]

Available Items

Academic Center for Excellence

Advising

Allied Health

B&G Facilities

Biology Lab

Business Office

Campus Police

Career Center

Central Financial Aid Office (CFAO)

CH

Chemistry

Community Relations

[Add All]

[add]

[add]

[add]

[add]

[add]

[add]

[add]

[add]

[add]

[add]

[add]

[Done]

bMail

[Subscription1](#)

[Subscription1](#)

[Modify1](#)

[Modify1](#)

[Modify1](#)

[Modify1](#)

[Subscription1](#)

[Modify1](#)

[Modify1](#)

[Modify1](#)

[View/Modify1](#)

[Add New Subscription](#)

[Delete Subscription](#)

[View/Modify1](#)

Click 'add' next to each item you wish to add to your search.

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Find a Job

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Log Out

My JobMail Subscription

[Edit My Profile](#)

The JobMail system sends email
subscriptions below to determine

On-Campus FWS Jobs «?»

[office](#)

» Employer 0 selected
» Category 0 selected
» Time Frame 2 selected
» Campus 0 selected

Subscription2

» Employer 0 selected
» Category 0 selected
» Time Frame 0 selected
» Campus 0 selected

Off-Campus FWS Jobs «?»

[Subscription1](#)

[\[Add New Subscription \]](#)

[\[Delete Subscription \]](#)

Choose Employer(s)

Selected Items

[\[Remove All\]](#)
[\[remove\]](#)
[\[remove\]](#)

Available Items

[\[Add All\]](#)
[\[add\]](#)
[\[add\]](#)
[\[add\]](#)
[\[add\]](#)
[\[add\]](#)
[\[add\]](#)
[\[add\]](#)
[\[add\]](#)
[\[add\]](#)
[\[add\]](#)
[\[add\]](#)
[\[add\]](#)
[\[add\]](#)

[Done]

Your results will appear in the top under ‘Selected Items’.

[\[Delete Subscription \]](#)

When finished adding search criteria, click 'Done'

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[Log Out](#)

My JobMail Subscriptions



[Edit My Profile](#)

The JobMail system sends email to you when jobs of interest are posted. Add and edit your JobMail subscriptions below to determine what jobs you will receive JobMail about.

Save Subscription(s)

Changes must be saved to take effect.

On-Campus FWS Jobs	«?»	[Add New Subscription]
Subscription1		[Delete Subscription]
» Employer	2 selected <i>modified</i>	[View/Modify]
» Category	0 selected	[View/Modify]
» Campus	0 selected	[View/Modify]

Save Subscription(s)

Changes must be saved to take effect.

Click 'Save Subscription(s)' to save your subscription

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Save Subscription(s)

Changes must be saved to take effect.

On-Campus FWS Jobs « ? »

[\[Add New Subscription \]](#)

[Subscription1](#)

[\[Delete Subscription \]](#)

» Employer 2 selected *modified*

[\[View/Modify \]](#)

» Category 0 selected

[\[View/Modify \]](#)

» Campus 0 selected

[\[View/Modify \]](#)

Save Subscription(s)

Changes must be saved to take effect.

If you would like to add information about yourself, click 'Edit My Profile'

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[Student Home Page](#)

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My User Info

Personal User Info	
First Name	Taige
Middle Name	
Last Name	Haines
Email Address	
Street 1	
Street 2	
City	
State	
Zip Code	
Phone	
Fax Number	
Website	
[Update User Info and Password]	

To edit your biographical information, click 'Update User Info and Password'

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My User Info

First Name	<input type="text" value="Taige"/>
Middle Name	<input type="text"/>
Last Name	<input type="text" value="Haines"/>
Email Address	<input type="text"/>
Street 1	<input type="text"/>
Street 2	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Zip Code	<input type="text"/>
Phone	<input type="text"/>
Fax Number	<input type="text"/>
Website	<input type="text"/>
Password	Enter Password: <input type="password"/>
Leave this blank to maintain the current password.	Re-Enter Password: <input type="password"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

1. Update your profile, as needed, and click 'Save'
2. To update your Anticipated Grad Date, click on the 'Edit Info' link
3. To return to the Student Employment Home page, click the link in the NavBar.



You're Hired!

Now what do you do?



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1. **Click** on Student

Federal Work-Study Resource Page

Job Seekers

Orientation

You must view this orientation information and complete the FWS Rights and Responsibilities and FERPA forms before accepting your first FWS assignment.

Forms and Information

Read the information and download all the required hiring forms. Complete the hiring forms and submit to campus work-study coordinators.

Find a Job

Conduct either quick or advanced searches for available jobs. Submit an online job application!

Sign up for JobMail

Be the first to know when jobs matching your criteria become available.

Current Employees

2010-2011 Payroll Schedule

Check your timesheet due dates and the dates your checks will be issued.

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2. **Click** on “Orientation”

Student Employment Home

Find a Job

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Welcome to the NOVA Work-Study Student Orientation

Students must complete the following steps to gain employment as a work-study student.

Step One: Review the NVCC Student Training Presentation to learn how to:

- Find a NOVA work-study placement
- Apply for a NOVA work-study job
- Create a JobMail Subscription



Step Two: Complete the [Federal Work-Study Rights & Responsibilities](#) Fact Sheet. Keep a copy for your records and give the original to your work-study supervisor.

Step Three: Complete the [Family Educational Rights and Privacy Act \(FERPA\) Non-Disclosure Agreement](#). Keep a copy for your records and give the original to your work-study supervisor.

Step One view the NVCC Training PowerPoint presentation. **Step Two** print and complete the FWS Rights Responsibilities. **Step Three** Complete the FERPA form. Once completed, have your supervisor make a copy so that you and your supervisor will have a copy for your records. **Click on** Student Employment Home

Student Employment Home

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Off-Campus Student Employee's Information

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Click on Students to return back to the Federal Work-Study Resource Page.

Click on Forms and Information.

Welcome, NOVA Students!

Welcome to work-study at Northern Virginia Community College! Before you can be approved for either Federal Work-Study or NOVA Work-Study employment, you must complete the on-line application information and all paperwork indicated below. Your prospective supervisor and Campus Work-Study Coordinator will assist you. Completed forms will then be submitted to the NOVA College Financial Aid Office and on to Payroll and Human Resources for final approval. Available jobs are listed here; students must interview and be accepted for the position. Seek a job early, complete the paperwork in a timely manner, and begin work immediately upon approval. Failure to do so could jeopardize your work opportunity.

Each requirement within the Work-Study Hiring Packet can be accessed from this site. Many of the forms can be completed on line and printed to submit.

1. Select and apply for the job openings that interest you.
 - The supervisor for each position will be able to view your on-line application and will contact you if he/she wishes to interview you.
 - If contacted, complete the job interview, and determine with the supervisor if this is a good job fit for you and the supervisor.
 - If the two of you agree on the position, complete all required paperwork. Link to each required item listed below. Your supervisor must assist you in completing and sign the Student Work-Study Agreement and Schedule (NVCC 125-175)--plus form NVCC 105-94, if you are a NOVA Work-Study student instead of a Federal Work-Study student. **Make copies of the Student Work-Study Agreement and Schedule for you and your supervisor.**
 - If this placement doesn't work out, choose another open job and follow the same procedures.
2. If you and your supervisor agree on your hiring, take the forms just completed and all the following forms to your Campus Work-Study Coordinator for assistance in finalizing the required paperwork. Coordinators are listed in the Work-Study Handbook and on www.nvcc.edu.

Forms that must be completed, signed, dated, submitted and approved before work can begin:

- **Application on this web site**
- **Federal Income Tax Withholding Certificate (W-4)**
- **State Income Tax Withholding Certificates (VA-4)**

Continue...

• **Employment Eligibility Verification Form (Form I-9, OMB No. 1615-0047)**

Take with you the original forms of identification required to complete the I-9: A U. S. Passport, Permanent Resident Card, or Form I-551 [with photos] will establish both identity and employment eligibility. Otherwise, you must bring a valid U.S. driver's license with a photograph or a school ID card with a photograph and a U.S. Social Security card or U.S. birth certificate. The I-9 lists additional possibilities.

• **Summary of Commonwealth of Virginia Policy on Alcohol and Other Drugs**

• **Child Support Enforcement (NVCC 105-117)**

• **Workplace Harassment DHRM Policy #2.30 (NVCC 105-49)**

• **Employee Direct Deposit Authorization Form (NVCC 105-27) -- for Payroll**

• **Student Work-Study Scheduled Hours (NVCC 125.175) -- You and your supervisor must complete this form. NOVA Work-Study students, not Federal Work-Study students, must also complete Classified/Hourly Employee Employment Request form (NVCC 105.94) and list the campus. Complete "Student Hire" line with Dept Code 154002/ (+supervisor's code).**

• **Information Technology Employee Acceptable Use Agreement (NVCC 105-078)**

• **Notification and Release (Form 105-098), for background check**
A background check must be completed by Human Resources before a student can begin work if the student will be working in a position that is deemed sensitive in accordance with DHRM Policy 2.10 and the Code of Virginia 2-2-1201.1, has access to sensitive IT systems or data, or is subject to other provisions in the Policy or other similar or related Commonwealth regulations.

You may NOT begin work until all forms have been completed and submitted to the Campus W-S Coordinator and approval has been granted by the College Financial Aid Office and Human Resources. Your supervisor will see your listing on the Managers Workbench of the Denosys web site, and you will then be able to access Denosys as a W-S student to enter work hours. Only then can you begin work.

Payroll Information

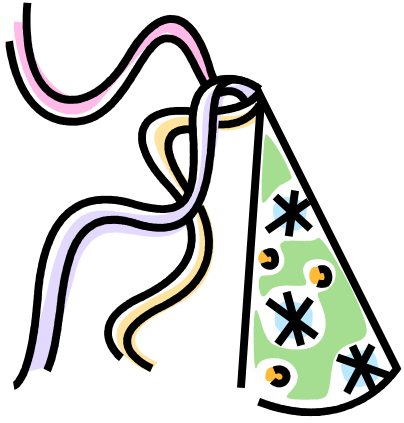
- Student workers are paid every two weeks as hours are worked and submitted on Denosys, the NOVA on-line payroll system. The payroll schedule is available from your Campus Work-Study Coordinator. Holidays often require a change in timesheet submission date. Pay is by direct deposit to your bank account two weeks after the end of the pay period.
- Only Federal and State withholding taxes are deducted from paychecks.
- First-year workers are paid at a rate of \$10 per hour; students who have worked two full semesters will be paid \$11 per hour. Rates change once a year at the beginning of fall term and will not be adjusted mid-year.
- Students must not work beyond their awards nor more hours per week than an average for the term would allow. Most jobs are 12-15 hours per week.
- Assignments end the last day of the term or year for year-long awards. Students must not work beyond this date.

If you have questions regarding your work-study employment, please discuss them with the Campus Work-Study Coordinator. We wish you a wonderful NOVA work-study experience!

NOVA College Financial Aid Office

5. Read the information and print all of the required forms to be completed before you start working. Work with your supervisor and campus work-study coordinator to complete all the required forms.

6. Once you show up on your supervisor's managers workbench in Denosys, your supervisor will contact you and you may begin working.



CONGRATULATIONS!

