

## Work Study at A&M-Commerce

Acceptance of your work study award allows you the benefit of securing a work study position on campus. Positions are available in various departments on campus. From working in an office to working on the farm, you can build your experiences while building your resume with real job experience.

Three (3) steps to begin your work study position:

- 1. Logon to myLeo to accept your work study award** for the terms as indicated. Upon acceptance, it is your responsibility to secure a work study position for the term. Students with accepted work study who have not secured employment by the 12<sup>th</sup> class day will forfeit their work study award.
- 2. Contact prospective departments for an interview** You may begin interviewing as early as August 1 for the Fall term. Various departments post openings before and during a term. Available positions, interview and contact information are listed online [http://www7.tamu-commerce.edu/studentemployment/SE\\_Work\\_Study.htm](http://www7.tamu-commerce.edu/studentemployment/SE_Work_Study.htm) or outside the office of financial aid, RM 100, Halladay Student Services Bldg. *Prior to going on your first interview, you must pick up your work study job permit in the Office of Financial Aid.* The permit indicates your eligibility for work study.
- 3. Complete the top portion of your work study job permit with your supervisor and return the job permit to the Office of Financial Aid either in person or by campus mail when you accept an offer to work.** Your supervisor will keep the bottom portion of the job permit as a record of your employment. Your schedule and work hours will be set by you and your supervisor. If this is your first work study position, you will be required to complete additional paperwork by our Payroll and/or Human Resource office. Please direct questions to your supervisor regarding these and other general employment issues.

### ***Regarding Payment of Work Study Earnings:***

Your accepted work study amount indicates the amount per term you may earn during the semester. You will be paid bi-weekly. Choose to have your check mailed to you or direct deposited into an existing bank account.

### ***For Ongoing Eligibility:***

Work study eligibility varies by year. Students who wish to participate in work study must maintain satisfactory academic progress must and renew their FAFSA early (by priority deadlines) to have the best chance of work study eligibility.

Office of Financial Aid  
Texas A&M-Commerce