

SAN ANTONIO COLLEGE Federal Work-Study Hiring Process

Application Financial Aid Review Document Intake Human Resource Review Interview & Selection

1 2 3 4-6 7

WEEK 1

- Submit Application
 Students will complete
 the SAC <u>Federal Work-Study Application</u>.
- Work-Study Eligibility
 In order to qualify,
 students must be
 enrolled in 6 hours, be in
 good standing with
 Financial Aid, and must
 have SAC designated as
 their home campus.

WEEK 2

Financial Aid
 Financial aid will review and determine if the student has funding in their Financial Aid for work-study. (Nothing is needed from the students for this to occur)

WEEK 3

• Document Dropoff
Students approved by
Financial Aid will be
emailed to bring in their
Identification & Direct
Deposit information to
Moody 107. Click the
link/s above for eligible
documents. Incomplete
or expired documents
will not be accepted.
Intake occurs MondayFriday (9am-11am) &
again from (2pm-4pm)

WEEKS 4 - 6

- Background Check
 HireRight will email
 students a link to log in and
 complete a background
 check.The link expires after
 72 hours. (Please note that
 results may take 1 14 days)
- New Hire Paperwork
 You will be emailed a secure
 password-protected
 document package through
 Adobe Sign to be
 completed. The Password
 will be your Banner #.
- E-verify I9 Tracker
 You need to fill out your
 emailed link from I9-Tracker
 to complete your work
 authorization.

WEEK 7

Interview
 When the background check clears, Human
 Resources will add you to an available candidates list and departments hiring will call you to set up an

interview.

Selection
 Once you accept a position, your name will be forwarded to Financial Aid, who will provide you with a start date. (You may not begin working until you have received a start date)