



Quick Fact Sheet for Students Awarded Work Study

- The NDC Work Study Fair is scheduled for Welcome Weekend.
- You may work with one supervisor at any given time, but may change jobs as needed.
- You are responsible for finding your own work study job. Open positions are posted through NDC e-mail.
- Check your NDC e-mail for reminders about completing electronic timesheets.

Forms to complete before moving on campus:

You will need to know how many exemptions to claim and will need to bring proper identification (for example driver's license, Social Security card) and the following forms:

- Federal W4 form
- Ohio tax form
- Federal I-9 form

These forms can be found in the "Work Study Hire Packet" at https://my.ndc.edu/ICS/Student_Accounts/Student_Employment.jnz.

You may not begin working until all paperwork is completed and submitted to the Human Resources office.

General Work Guidelines:

- You may work a maximum of 17.5 hours per week during the semester and 35 hours per week when school is not in session (breaks/vacations).
- **You may not work during any scheduled class time, even if class has been cancelled or dismissed early.**
- You must keep track of their hours worked to ensure you do not exceed your work study award.
- Accurate timesheets must be submitted to supervisors on the designated due date.
- Check NDC e-mail frequently.
- Payday is the last day of the month, as long as your electronic timesheet was submitted on time.
- **You must have direct deposit. Forms available from Student Accounts Office.**
- Paystubs may be picked up from the Payroll Office, first floor, Administration Building.

Information about finding a job can be found on the [Student Employment page of My.NDC.edu](#).