

# WORK STUDY

## Are you interested in working part-time while you take classes? If so, consider a work study position.

These part-time jobs, funded through financial aid by the state and federal governments, give students the opportunity to gain valuable work experience while attending college. Work study jobs can reduce the need for student loans.

Work study employees may work up to 19.5 hours per week with more hours available during breaks and the summer months.

Schedules are flexible to accommodate college students' class schedules and extracurricular activities.

Employers set the rate of pay, but it usually ranges from minimum wage to \$13 per hour.

### STEP 1

Apply for financial aid using the FAFSA form at [www.studentaid.gov](http://www.studentaid.gov).

### STEP 2

Check MyMSUB to see if you've been awarded a financial aid package for this academic year.

### STEP 3

Accept your financial aid award for this semester in MyMSUB under the Financial Aid card. **Work study is not automatically included in this award.**

### STEP 4

Submit an online Work Study DocuSign Request form at <https://www.msubillings.edu/finaid/workstudy.htm>.

### STEP 5

If you are awarded work study funding, accept the offer in MyMSUB under the Financial Aid card.

## I have been awarded work study funding. Now what?

### What type of work study have you been awarded?

Find your work study code in MyMSUB. This code indicates where you are eligible to work.

#### FDRL

You qualify for both on-campus and off-campus work study jobs.

#### STAT or INST

You only qualify for on-campus work study jobs.

## How do I find a work study job?

### Career & Employment Services can help connect you with work study employers.

We have lists of work study opportunities and employer contact information. Stop by LIB 100 or email us at [careers@msubillings.edu](mailto:careers@msubillings.edu) to learn more.

Contact the employer to inquire about and apply for a work study position.

**Some employers may require a résumé and cover letter. Career & Employment Services can help you with résumés, cover letters, and practice interviews.**

### You can also find work study positions posted in CareerLink, our online job and internship board, at <https://www.msubillings.edu/careers/clmenu.htm>.

Sign in through the STUDENTS login portal using your 8-digit Student ID # without the dash, not your Net ID. The first time you log in, you'll need to submit an email confirmation to set your password and complete your profile before beginning your search.

To begin your search, click on the "View All Jobs" link and then select "Work Study" under the "Position Type" drop-down menu. These jobs are only viewable by students who have been approved for work study.

Follow the application instructions for work study jobs posted in CareerLink.

## I am not eligible for work study. Now what?

### Career & Employment Services can help you with your search for a part-time or full-time job.

Stop by LIB 100 for assistance. Some campus employers hire student workers for non-work study positions. We also assist students with off-campus job searches.

### You can also find part-time and full-time jobs posted in CareerLink, our online job and internship board, at <https://www.msubillings.edu/careers/clmenu.htm>.

Sign in through the STUDENTS login portal using your 8-digit Student ID # without the dash, not your Net ID. The first time you log in, you'll need to submit an email confirmation to set your password and complete your profile before beginning your search.

To begin your search, click on the "View All Jobs" link and then select "Part-time" or "Full-Time" under the "Position Type" drop-down menu.

**Some employers may require a résumé and cover letter. Career & Employment Services can help you with résumés, cover letters, and practice interviews.**

## I have been offered a work study job. Now what?

### ALL WORK STUDY STUDENTS

Complete new hire paperwork (W-4, I-9, etc.) in the Human Resources Office in McMullen 310.

**You MUST do this before you begin working.**

### ON-CAMPUS WORK STUDY

Your supervisor must complete and submit an Electronic Personnel Action Form (EPAF). Financial Services/Payroll will then make a timesheet available in the student's MyMSUB account under the Employee Services card.

**Your supervisor MUST submit this before you begin working.**

### OFF-CAMPUS WORK STUDY

Your supervisor must complete the employer section of the Work Study Authorization Form, which is available at the Financial Aid Office in McMullen Hall – First Floor East. Return the form to the Financial Aid Office.

**This form MUST be returned before you begin working.**

## How and when do I get paid?

### ALL WORK STUDY STUDENTS

Timesheets are submitted and paychecks are issued every two weeks, according to the MSU Billings payroll schedule, which is available at <https://www.msubillings.edu/financialservices/payroll.htm>.

**Remember to complete and submit your timesheet on the correct day to avoid payment delays.**

### ON-CAMPUS WORK STUDY

Complete and submit an electronic timesheet in MyMSUB under the Employee Services card. Your supervisor will electronically approve your timesheet for Payroll.

### OFF-CAMPUS WORK STUDY

Complete and submit your timesheet biweekly through DocuSign. Your timesheet will be sent to your supervisor for approval and then routed to Payroll via Financial Aid.



CAREER &  
EMPLOYMENT SERVICES  
MONTANA STATE UNIVERSITY BILLINGS

### CAREER & EMPLOYMENT SERVICES

Library 100

406-657-2168

[careers@msubillings.edu](mailto:careers@msubillings.edu)

### FINANCIAL AID & SCHOLARSHIPS

McMullen Hall – First Floor East

406-657-2188

[finaid@msubillings.edu](mailto:finaid@msubillings.edu)

### PAYROLL / PAYCHECK PICKUP

McMullen Hall 309

406-657-2131

[payroll@msubillings.edu](mailto:payroll@msubillings.edu)

careerlink  
msubillings.edu/careers

find a job, post a job

