**Checklist for Off-Campus Work-Study Employers**

Work-Study Presentation

* Video/Power Point available on the Student Payroll Webpage: <https://admin.mnsu.edu/finance-and-administration/departments/business-services/student-payroll/work-study-supervisor-resources/>
* Designed to help supervisors through the process of hiring work-study from start to finish

NEW Off Campus Work-Study Location:

* Complete the Student Employee Supervisor Form and provide Billing information
  + Send information to Student Financial Services
* Create Handshake Employer Account
  + An email will be sent to the email address we have for you with information on how to create a Handshake account
* Be in contact with Kaylene Goerndt of Business Services to set up payroll information (contact info below)

All Off Campus Work-Study Locations:

* Meet with Rachel Sherlock/Financial Aid and Scholarships to discuss work-study details and process for current year
* Review the “Off Campus Employment Agreement”
  + Sign agreement and return agreement back to Financial Aid and Scholarships
* Create Job Postings in Handshake
* Copy your job postings onto the provided job description worksheets and return to Financial Aid and Scholarships
* Review job applicants using Handshake and let Rachel Sherlock/Financial Aid and Scholarships know name and Tech ID’s of students you decide to hire.
* Be in contact with Kaylene Goerndt of Business Services to set up payroll information
* We will send you a Contract for each student you hire, listing the award amount for each student and required employment paperwork. These need to be completed with the student and returned before the student can work.

Contact Information

Work-Study questions:

Rachel Sherlock ([rachel.sherlock@mnsu.edu](mailto:rachel.sherlock@mnsu.edu)) 507-389-5123

Payroll questions:

Kaylene Goerndt ([studentpayroll@mnsu.edu](mailto:studentpayroll@mnsu.edu))

Handshake questions:

Alexis Persons ([alexis.persons.2@mnsu.edu](mailto:alexis.persons.2@mnsu.edu))

Mailing Address

Financial Aid and Scholarships

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