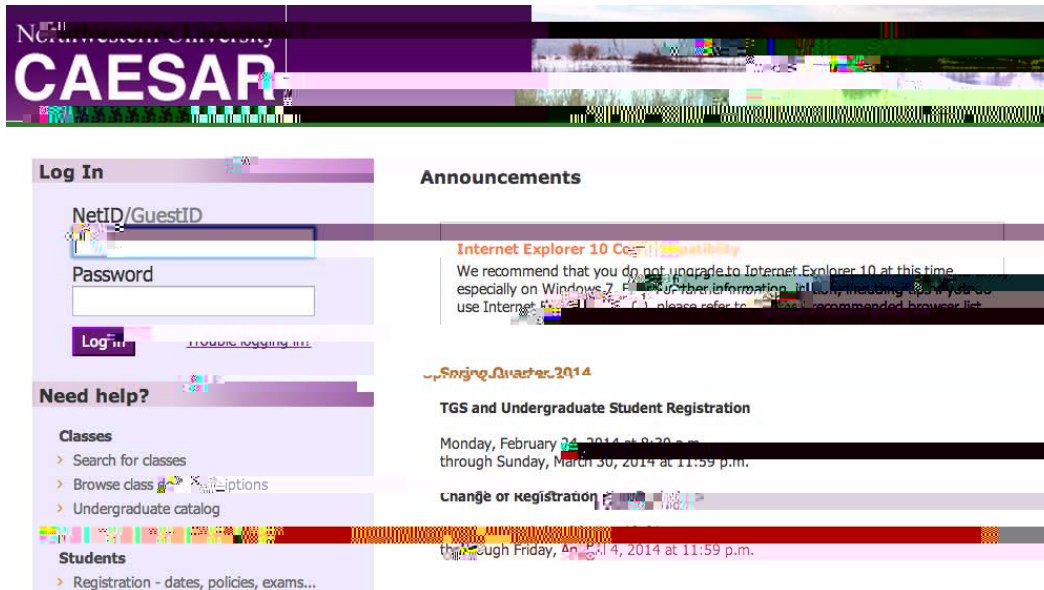
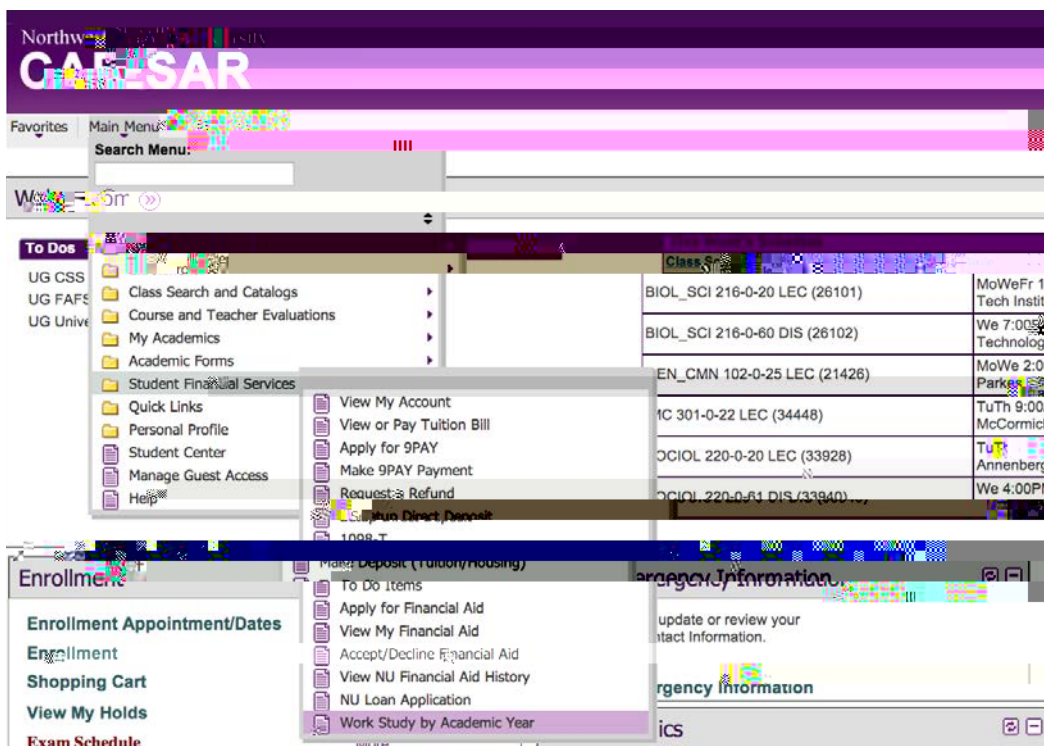


# How to check your Work-Study Allotment

1. Log on to Caesar with your NetID and password.



2. Once you are logged in, move your cursor to the link at the top left corner that says "Main Menu". A menu will pop up. Go to For Students -> Financial Services -> Work-Study by Academic Year.



3. Enter the year you would like to view financial aid for, and click on "Retrieve Values". Your allotment, earnings and remaining earnings should show up.

**Work Study By Academic Year**

Your Name Here

\*Aid Year:

60121 (0072)	0.00	Total Accepted Amount: 333.90
60122 (0122)	333.90	
60123 (0123)	0.00	Total Earnings: 333.90
60124 (0124)	0.00	Earnings Remaining: 2,066.10
60125 (0125)	0.00	
<b>Total:</b>		
	333.90	

go to ...

### Direct Deposit

All employees should sign up for direct deposit. Many local banks (US Bank, Chase, First Northern Credit Union, First Bank, Bank of America, Citibank, First American Bank, and others) offer free checking accounts when you sign up for direct deposit of your payroll. Signing up for direct deposit guarantees that your payroll will be deposited to your bank account on pay day without risk of your check being misdirected or lost in the mail. Individuals are also able to sign up to split their payroll between multiple bank accounts. Employees hired on or after January 1, 2007 paid through the university must be paid by direct deposit or the "PaychekPlus pay card" program.

mentation to complete the I-9. Providing this original documentation (no copies) is required. Beginning on 1/26/2010, Northwestern University began using electronic I-9s. No paper I-9s will be accepted as of that date and I-9s must be completed electronically.

### Work-Study Award Tracking

All employees are encouraged to use the Work-Study Award Tracking form. This form provides a structure to self-regulate scheduled hours through the academic year so that employees do not lose work-study funding mid-year. Remaining allotments should be verified regularly through Caesar.

### I-9 Employment Eligibility Verification

All employees are required to provide proof of employment eligibility before receiving any payroll payment. Employees must complete form I-9 within 3 days of employment either in the employing department or in the Payroll office. Employees must provide original docu-