

## **Student Employment FAQ**

### **ELIGIBILITY**

- **Who is eligible for D&E student employment?**

*D&E students enrolled full-time in a degree-granting program who are authorized to work in the United States are eligible for student employment. Federal Work Study is available to students that qualify (based on FAFSA). Students who do not qualify for Federal Work Study may still qualify for some student employment positions.*

- **What is Federal Work Study (FWS)?**

*Federal Work Study is awarded to eligible students as part of their financial aid package. The money you earn as an FWS employee is funded in part by the U.S. Department of Education and the total amount you may earn is determined by the Financial Aid Office. Your financial aid award letter will inform you if you have received an FWS award.*

- **My letter shows an FWS award, but I don't see it deducted from my student account balance. Why?**

*An FWS award means you are eligible to receive that money. Students must still find and work a job before the money is given to them. Students who wish to have their earnings applied directly to their student account should complete a Permission to Apply form with the Payroll Coordinator. Or you may choose to pick up your checks and keep the money.*

- **Does an FWS award mean I am guaranteed employment?**

*There is no guarantee of employment; however, students with FWS are given priority consideration during the hiring process. Student employment positions are very limited - most are posted and filled within the first few weeks of classes each fall. However, job openings do occur throughout the year, so we encourage you to monitor the job posting board on a regular basis.*

- **I do not qualify for FWS. Can I still work on campus?**

*While priority is given to students with FWS, other students (who are eligible to work in the United States) may be hired for on-campus jobs in some departments.*

- **Once I get a job, is there a guarantee that I can be continually employed?**

*There is no guarantee of continued employment. Continued employment is contingent upon many factors, such as budgets and satisfactory performance. Student assignments typically terminate at the end of the academic year (mid-May). If at any time your supervisor deems your performance as unsatisfactory, you may be released from employment.*

## **FINDING A JOB**

- **Where can I find a job?**

*On-campus jobs are available through various administrative offices and academic departments.*

*Due to current social distancing guidelines, there will be no in-person hiring fair for the 2020-2021 academic year. All available positions will be posted online and include how/where to apply. The format and website details for job postings is being finalized and a link will be sent via email as soon as it is available. Postings will be updated on a regular basis as positions become available and as employers fill open positions. Because positions are limited, if you see a position you are interested in you should apply as soon as possible.*

- **Can I have more than one on-campus job per semester?**

*Yes, students are authorized to have a maximum of two on-campus jobs in the same semester.*

## **REQUIREMENTS ONCE HIRED**

- **Is there paperwork I need to complete?**

*Yes! You cannot begin working until your employment forms are processed.*

- **What are the employment forms I need to complete?**

*All student employees must complete a Job Agreement and Acknowledgement of Handbook Policies every semester. New employees, or those whose employment has lapsed for more than six months, must also complete a WV State Withholding form, Federal W-4 form, and Federal I-9 form. Some jobs also require a background check.*

*All forms are available from the Payroll Coordinator in LA203. Forms must be completed and returned to the Payroll Coordinator prior to your first work shift. Once forms have been reviewed and approved, your supervisor will receive a "Ready to Work" email. You may not begin working until the hiring process is completed.*

- **Why do I need to show you my passport / social security card / birth certificate?**

*The Department of Homeland Security requires all employees to complete Form I-9. The Payroll Coordinator is required to review and verify this form and in doing so must physically examine certain identification documents. A current U.S. passport meets the requirements. If a passport is not available, a current government issued photo ID along with either a social security card or birth certificate will suffice. Failure to provide these documents for review will prevent you from working.*

- **What is different for international student employees?**

*International student employees are governed by additional regulations and will be required to complete all regular student employment forms and show their current passport (with I-551 stamp) or Form I-94. Once this is done, the Payroll Coordinator will give you a form to take to the Social Security Office. When you receive your Social Security card in the mail, you must bring it to the Payroll Coordinator for verification before you can work.*

- **What trainings are required for student employees?**  
*Some jobs require several online training courses be completed at the start of employment. A link to required trainings will be sent to your college email.*

## **TIMESHEETS**

- **Where can I get a timesheet?**  
*Paper timesheets are available from your supervisor or the Payroll Coordinator. You may also download an electronic copy from the D&E website.*
- **When are timesheets due?**  
*Timesheet deadlines are generally around the middle of the month. Specific dates are listed at the bottom of the timesheet. These dates are when timesheets are due to the Payroll Coordinator. However, your supervisor may set an earlier due date for you to submit hours that allows them time to review and approve timesheets.*
- **What is the best way to record my hours?**  
*It is a best practice to keep your timesheet in a safe place at your work location and to record your hours each day you work. This helps ensure your timesheet is not misplaced and that all hours are accurately recorded. Please be legible when recording your time and don't forget to sign the timesheet. Falsifying or tampering with timesheets is a violation of federal and state law.*
- **I forgot to enter hours from last pay period. What should I do?**  
*Record any unpaid hours on your new (current) timesheet. Those hours will be paid on the next available pay day.*

## **PAY**

- **How much do student employees earn per hour?**  
*Student employees will be paid at least the current West Virginia minimum wage (\$8.75 per hour). Your supervisor will inform you of your hourly rate at the time of hire, and it will be listed on your Job Agreement.*

*Resident Assistant compensation is handled differently than other student employment. For details on this, please reach out to the Payroll Coordinator or Assistant Dean of Students, Kate Garlick.*

- **How many hours a week am I allowed to work?**  
*Students must not exceed 18 hours per week while classes are in session, and 20 hours per week during breaks. These limits are a total of all jobs worked – meaning if you have two on-campus jobs, you may not exceed 18 hours total in a week.*

*If your job pays \$8.75 per hour and your FWS award is \$500 per semester, you should average about 4 hours per week to work off your entire award for the fall semester. Working more than this per week will result in reaching your max earnings faster.*

- **Can I work over the amount of my FWS award?**  
*A student may not exceed their FWS award for the semester. It is your responsibility to track and monitor your hours (listed on your Job Agreement) and alert your supervisor when you are nearing the end of your work award.*
- **How often do I get paid?**  
*Student employees are paid once a month – on the last business day of the month.*
- **When & where can I pick up my paycheck?**  
*Checks will be available to pick up from the cashier window on the second floor of Liberal Arts on pay day. Please be prepared to show your D&E ID.*
- **Do I get a separate check for each campus job?**  
*Maybe. If you have one FWS job and one non-FWS job, you will receive two checks on pay day. If you have two jobs and both are the same type of funding, you will receive one check that reflects the combined hours of both jobs.*
- **Do you offer Direct Deposit for students?**  
*No, at this time all students are paid via paper check.*
- **If I'm leaving campus can I get paid early?**  
*No. Student payroll is processed as a group during a specified time period. No check can be processed before this timeframe. If you are unable to pick up your check on pay day, it will be held in the Business Office until you return. If you will not be returning to campus and need your final check mailed to you, please complete a Request to Mail Check form with the Payroll Coordinator.*
- **Do I have to use my student wages to pay for my tuition?**  
*No, but you have the option to do so. Students who wish to have their earnings applied directly to their student account should complete a Permission to Apply form with the Payroll Coordinator.*
- **Why are taxes withheld from my earnings?**  
*All student employment earnings are considered taxable by the IRS. By default, a portion of your earnings will be withheld from each paycheck and sent to the IRS as income tax. You can adjust the amount withheld from your paychecks by submitting a form W-4 to the Payroll Coordinator.*

**I still have questions about student employment. How can I get more information?**

*If you have additional questions that were not addressed above, please feel free to contact:*

Erin Quint, Payroll Coordinator

M-F 8:00am-4:30pm

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