

## 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 funded by other means.

#### ***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 are eligible for an FWS award.

#### ***My financial aid 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 find and work a job before the money is given to them**. Students may choose to sign their payroll check back over to the College and allow their earnings to be applied as a payment on their student account. Other students may choose to keep the money.

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

**There is no guarantee of employment**; however, students with FWS awards 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 postings 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 – no later than June 30. 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 in various offices and departments. All available student employment opportunities will be posted on the **Campus Job Board**, which can be accessed in the My D&E Portal (<https://davisandelkins.sharepoint.com/sites/Intranet>). Postings will be updated on a regular basis as positions become available or are filled. Because positions are limited, if you see a position you are interested in you should apply right away.

### ***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 all required forms and documentation has been processed.

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

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

All forms must be completed and returned to the Student Employment & Payroll Coordinator prior to your first work shift. Once forms have been approved, your supervisor will receive a “Ready to Work” email. You may not begin working until this hiring process is completed.

### ***Why do you need to see my passport, social security card, or birth certificate?***

D&E participates in **e-Verify** and the Department of Homeland Security requires all employees to complete Form I-9. We are required to review and verify this form, and in doing so **must physically examine certain identification documents**. A current passport meets the requirements. If a passport is not available, a current photo ID plus either an original social security card or original or certified birth certificate are the most common options. Ask the Student Employment & Payroll Coordinator for the full list of acceptable documents. Failure to provide required documents for review will prevent you from working.

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

International student employees are governed by additional regulations and are 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 Student Employment & 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 her for verification.

### ***What trainings are required for student employees?***

Some jobs require **several online training courses** be completed at the start of employment. If your job requires training, a link will be sent to your College email.

## **TIMEKEEPING**

### ***How do I record the hours I work?***

Davis & Elkins College has switched to an electronic timekeeping software – **TimeClock Plus (TCP)**. Students must punch in and out for each shift at the appropriate kiosk or clock location for their work area. Ask your manager or the Student Employment Coordinator for the specific location of your kiosk / clock. Some student employment roles require a fingerprint to clock in and out, while others require your ID number or an ID swipe.

### ***I forgot to punch in or punch out for my shift. What should I do?***

Punching in and out for each shift ensures accurate, timely processing of payroll. If you miss a punch, **report it to your manager immediately** so they may correct your time appropriately.

### ***Can I punch in or punch out for my friend?***

NO. Falsifying hours or tampering with timekeeping system is a violation of federal and state law. This includes recording hours you did not work or clocking in and out for someone else. **This is grounds for immediate termination.**

## **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 Student Employment & Payroll Coordinator or the Dean of Students.

### ***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, your combined total hours from both jobs may not exceed 18 hours in a calendar week.

If your job pays \$9.25 per hour and your FWS award is \$500 per semester, you should average about 3.5 hours per week to work off your entire award for the semester. Working more than this per week will result in reaching your maximum earnings limit faster, and you may be required to stop working for the remainder of that semester.

### ***Can I work over the amount of my FWS award?***

No, **a student may not exceed their FWS award for the semester**. It is your responsibility to track and monitor your hours and to alert your supervisor when you are nearing the end of your work award. If at any time you need help calculating how much of your FWS award you have earned / have left, reach out to the Student Employment & Payroll Coordinator.

***How often do I get paid?***

Student employees will be paid **twice per month**. Pay dates generally fall on the 15<sup>th</sup> and last day of the month but may vary due to weekends or holidays. A list of the exact pay dates for the year can be obtained from the Student Employment and Payroll Coordinator.

***Do you offer Direct Deposit for students?***

**Yes**, D&E encourages student employees to set up Direct Deposit (to an existing U.S. bank account) or choose our new MOCA Pay Card option. Details and enrollment forms for these options will be provided at the time you complete your employment paperwork.

***When & where can I pick up my paycheck?***

Those who opt for Direct Deposit or MOCA Pay Card will have their wages electronically deposited each pay day. Any **paper checks can be claimed from the cashier window** on the second floor of Liberal Arts Hall **on or after pay day**. Please be prepared to show a photo ID.

***If I'm leaving campus, can I get paid early or have someone pick up my check?***

**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. Checks cannot be released to anyone other than the student whose name is on the check. If you will not be returning to campus and need your final check mailed to you, please contact the Student Employment & Payroll Coordinator. Choosing Direct Deposit or the MOCA Pay Card helps eliminate these problems.

***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 contact the Student Employment & Payroll Coordinator for more details.

***Why are taxes withheld from my earnings?***

**Student employment earnings are considered taxable wages by the IRS**. A portion of your earnings may be withheld and sent to the IRS or the state of WV as income tax. You may adjust the amount withheld from your wages by re-submitting a form W-4 or WVIT-104 to the Business Office at any time.

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***I still have questions about student employment.***

***How can I get more information?***

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

**Chelsea Langevin, Student Employment & Payroll Coordinator**

Mon-Fri 8:00am-4:30pm

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