



Office of Financial Aid

There are over 1000 students employed on the University of San Diego campus each year. Over 600 of them are employed under the Federal Work-Study Program. Others are employed by the University Dining Services, Banquets and Catering, Bookstore and Telefunding. In addition, the *Student Employment Center* assists hundreds of USD students in finding suitable off-campus employment within the San Diego area.

While many USD students have had previous work experience, some have not. This guide provides basic information for all students who plan to work part-time while attending the University of San Diego.

Part-time student employment has several advantages:

- earnings that help USD students keep loans to a minimum
- valuable work experience and marketable skills for a student's resume
- Supervisor references for future employment applications
- opportunities to explore academic and/or career options

Students who take their student employment opportunities seriously can reap many benefits.

We hope you find this guide useful. The staff of the Student Employment Center looks forward to assisting you with any questions you may have about part-time student employment. If you plan to spend the January Intersession or summer in San Diego, they can help you in obtaining part-time employment for those periods as well.

Good luck to you as you work part-time while progressing toward your educational goals.

Judith Lewis Logue
Director of Financial Aid

2009/2010

A GUIDE FOR USD STUDENT EMPLOYEES

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A GUIDE FOR USD STUDENT EMPLOYEES

An Overview

No matter where a student is employed, part-time employment is a valuable asset. Part-time student employment provides not only earnings to offset educational expenses, but offers students experiences not available in the classroom.

More than half of all students work while attending the University of San Diego. Students who work part-time usually finish their education in the same time frame as those who do not work and experience equal or increased scholastic success. Work experience often puts student employees a step ahead in the job market after graduation and can provide valuable future career contacts. Employment often gives a student a chance to put into practice theories learned in the classroom as well as an opportunity to acquire marketable skills.

Of course, the most important aspect of student employment is the paycheck which a student earns. Student employment provides an opportunity for students to borrow less while meeting their educational expenses. Any time loan indebtedness can be decreased, it is a plus for the student.

Supervisors who have student employees who take their job seriously are able to provide recommendations for future employment. College work experience is an asset to be listed on a resume which is needed after graduation.

It is clear that there are many advantages for the student who works part-time while attending the University of San Diego.

Note: While most USD student employees are working under the Federal Work-Study (FWS) Program, some are employed under the USD College Work Opportunity Program (CWO). **This guide is for students employed under both programs.**

USD Student Employee of the Year

Each February the Student Employment Center (SEC) asks Supervisors to nominate outstanding student employees for the honor of ***USD Student Employee of the Year.***

Any USD student employee may be eligible for nomination as long as that person has worked for the same Supervisor for at least six months on a part-time basis or three months full-time. Awards are not limited to Federal Work-Study employees. The student selected as *USD Student Employee of the Year* will receive a certificate at the *USD Honors Convocation* in May and will be entered into the competition for the *California Student Employee of the Year*. The student who is chosen for the state award receives a plaque and a \$50 Savings Bond. That student is entered into the competition with outstanding student employees from the 12 other states in the Western Region to be considered for the *Western Regional Outstanding Student Employee of the Year*. The Regional winners receive a plaque and a \$ 250 Savings Bond. A *National Student Employee of the Year* is selected from the four Regional title holders.

Listed below are students who have received the honor of being chosen ***USD Student Employee of the Year:***

| Academic Year | Student Employee | USD Department |
|----------------------|-------------------------|-------------------------------------|
| 1989/90 | Peter Ditzhazy* | Student Affairs |
| 1990/91 | Barbara Henscheid** | Biology |
| 1991/92 | Jack Guntley | Academic Computing |
| | Jaime Freeman | Hahn University Center and Housing |
| 1992/93 | Pam Malone | Manchester Child Development Center |
| 1993/94 | Geoff Schmitz | Outdoor Adventures |
| 1994/95 | Ryan Sweeney** | Housing |
| 1995/96 | Tracey Eizonas | University Relations |
| 1996/97 | Jeffrey Tysor | Hahn University Center |
| 1997/98 | Kristine Jaramillo | College of Arts and Sciences |
| 1998/99 | Ruby Aceves | Housing |
| 1999/00 | Michael Lamarre** | Human Resources |
| 2000/01 | Rasheed Behrooznia | Academic Computing |
| | Gioconda Brunetti | Academic Computing |
| 2001/02 | Susan Turner | Community Service-Learning |
| 2002-03 | Andrew Ganse | University Ministry |
| 2003-04 | Alejandro Castro | Jenny Craig Pavillion |
| 2004-05 | Kristopher Carter** | Summer Conference Services |
| 2005-06 | Joanna Kinsey | Chemistry |
| 2006-07 | Jennifer Howard | TRIO: Upward Bound |
| 2007-08 | Raffaela Abbriano | Marine and Environmental Sciences |
| 2008-09 | Maria Nguyen | School of Business |

*State and Regional Winner

**State Winner

What is the Federal Work-Study Program?

The Federal Work-Study (FWS) Program is a need-based, financial aid student employment program. Institutions share in the cost of the wages paid. USD supplements the federal share of each student employee's wages.

Eligibility Criteria for Federal Work-Study

To be employed under FWS, you must apply for financial aid and then be offered FWS as part of your financial aid package. You should apply in January or February of each year to have your eligibility for FWS, and all other types of financial aid, determined. You may apply after these dates, but consideration for funding is not assured. The application is available each year starting in January. Since there are usually more eligible students than funds available, your timely response to specific forms is necessary in order to maintain eligibility. Students unsure of the application process should direct their questions to the Student Employment Center at (619) 260-4801, located in Room 313 in the Hughes Administration Center.

Changes to Eligibility

During the year, several situations can occur resulting in a change to a student's Federal Work-Study eligibility. The amount awarded can increase, decrease, or be revoked by the Office of Financial Aid (OFA). Two common reasons for a change are: new information is submitted to the OFA causing a change in the student's federal aid eligibility, and failure to complete all paperwork or the hiring process within specified deadlines. It is the student's responsibility to notify his/her Supervisor any time a change to their FWS award occurs so the work schedule can be adjusted as needed. If the award is revoked, the student must stop working immediately! Any questions regarding why FWS eligibility changed should be directed to the Student Employment Coordinator.

Responsibilities of Student Employees

It is the student employee's responsibility to arrive for work when scheduled, on time, and ready for work. Supervisors realize that your primary purpose for being at USD is your education, and that scheduling flexibility is required, particularly during exams. However, it is important that you treat your job as a "real" job. **Be sure to call your Supervisor on days when you are sick, or when you will be late.** If it is at all possible, you should inform your Supervisor well in advance when you need to have time off.

- Departments depend upon their Student Assistants. Continued tardiness or absences can be sufficient grounds for termination of employment.

- Students are expected to work the hours assigned to them on their Work Referral. These hours are to be arranged into a schedule agreed upon by both the Supervisor and the student. If the student is unable to meet the scheduled hours, he/she needs to discuss changes to the schedule with their Supervisor.
- Avoid making appointments that conflict with scheduled hours. If this is unavoidable, students must notify their Supervisor as far in advance as possible, and arrange to make up the missed hours.
- Friends should not be visiting students who are working.
- Remember to keep time cards accurate and up to date.

Hiring Process

Refer to the copy of required forms and hiring procedures attached at the end of this Guide.

Federal Work-Study Pay Rates

All USD Federal Work-Study employees are assigned a pay rate of \$8.00 per hour. This is considered job classification "A". Some jobs require a higher level of skills and/or responsibilities than required for an "entry" level position. In these situations, Supervisors may request a higher job classification. For 2009-10, "B" classified jobs will be paid \$8.25 per hour, "C" classified jobs \$8.50, "D" classified jobs \$9.00, "E" classified jobs \$9.50 (for students entering at least their 3rd year of FWS employment), and "F" classified jobs \$10.00 (for students entering at least their 4th year of FWS employment). Pay raises are determined by your supervisor and are dependent upon your increased job responsibilities and knowledge.



Federal Work-Study Pay Levels



| Pay Level | Pay Rate |
|------------------|-----------------|
| A | \$8.00 |
| B | \$8.25 |
| C | \$8.50 |
| D | \$9.00 |
| E | \$9.50 |
| F | \$10.00 |

| Class Level | Years of Service | Pay Level |
|--------------------|-------------------------|------------------|
| Freshman | 1 | A,B,C,D |
| Sophomore | 2 | A,B,C,D |
| Junior | 3 | A,B,C,D,E |
| Senior | 4 or 5 | A,B,C,D,E,F |
| Graduate | Not applicable | G |

Length of FWS Assignment

Work assignments begin the first day of the semester and end the last day of the semester. Exception: students may apply to “work off” unused fall semester Federal Work-Study hours during January Intersession.

Monitoring Earnings

Students are responsible for monitoring their earnings against the total offer to **ensure that they do not exceed the semester award**, even though they may have a full academic year award. **It is also the student’s responsibility to monitor the total earnings** and to keep track of the total amount remaining in their award so that they will not “run out” of FWS/CWO dollars before the academic year has ended.

If the total FWS award is earned before the end of the academic period, the **FWS job will be terminated**. Students need to consult with their Supervisor or the Student Employment Center if they have questions.

Students are not required to work all the hours indicated on the work referral form. Due to class schedules and other activities a student may choose to work less than the approved number of hours. **It is very important, however, that they discuss their desired schedule with their Supervisor so department needs are met.** Remember that students will not be paid for hours not worked, so it will be important to budget accordingly.

Completing Time Cards

The time card is the record keeping device for receiving payment for the hours worked. Time cards are completed online via the Kronos website.

- ◆ It is essential to complete the time card **at the end of each day worked** rather than rely on memory at the end of the pay period.
- ◆ Remember, **it is ultimately the student’s responsibility** to make sure the time card is electronically submitted by the proper date each payroll period to insure they are paid according to schedule. Deadline dates are set by and available from the USD Payroll Office.

Payment Options

Students are paid every two weeks for the hours they worked in the previous pay period.

- Checks may be picked up at the Cashier's Office (Hughes 211) or mailed to the student, depending on the option selected on the Confidential Employee Information form (completed during Employment Verification). Checks that are picked up in the Cashier's Office are available on the Friday following the end of a pay period.
- Students have the option to enroll for Direct Deposit of earnings to their bank account. The enrollment form and instructions are available online (<http://www.sandiego.edu/administration/businessadmin/payroll/forms.php>) and in the Payroll Office.

Transferring from One Job to Another

This **may** be a possibility. Because job openings are limited, an immediate transfer is not always possible. To transfer departments a student **MUST** complete the *Federal Work-Study Department Transfer Form*, available at the Student Employment Center (SEC). The form will require signatures from the current Supervisor, potential Supervisor, and the SEC.

The student must also give a minimum two week notice to their current department. In most cases, it is best to transact job transfers at the end of a semester. This timing provides the student with expanded opportunities for a new job and will cause the least disruption for the departments involved.

Breaks and Meal Periods

Per State of California labor laws, all employees are entitled to a 15 minute paid break for every four consecutive hours worked. Students do not need to clock out on their time card for this break. All employees are prohibited from working more than 5 hours without a 30-minute unpaid meal period. During meal periods, employees must be relieved of all duties. **Exception:** If the workday will conclude in 6 hours, the meal period may be waived by mutual consent of the employer and employee. The required form must be forwarded to Payroll before the end of the pay period (http://www.sandiego.edu/administration/businessadmin/payroll/documents/Meal_Break_Waiver.pdf).

Confidential Information

Information regarding USD students that student employees come in contact with in the course of their work is considered confidential and cannot be discussed outside the work environment. Please see the USD Human Resources Website for information regarding access and the handling of student information.

Family Educational Rights and Privacy Act (FERPA) Tutorial

All faculty and staff, as well as any other agents of the university who request access to student academic records, must complete the FERPA tutorial. The same requirements and responsibilities for a full-time school official exist for student workers. Student Assistants must be trained regarding FERPA just as faculty or staff members are trained.

The tutorial is intended to insure that anyone accessing student records understands the obligations under FERPA for proper use and protection of student records. All questions in the tutorial are supported by information found at <http://www.sandiego.edu/registrar/ferpa/>. The tutorial will take approximately 10-15 minutes to complete.

Dress Code

Neat, clean, and tasteful clothing is always appropriate. Remember, student employees on campus are representing the University of San Diego to prospective students and/or parents, as well as currently enrolled students. Suggestive or potentially offensive clothing (i.e., halter tops, short shorts, torn jeans, offensive or suggestive language on clothing, etc.) is never appropriate work attire. Some jobs in certain departments will require clothing appropriate to that job. Always check with your Supervisor if you need advice regarding what clothing is appropriate for safety, comfort, and appearance.

Studying During Work Hours

Students are not paid to study. If a student has finished his/her task, he/she needs to check with their Supervisor for additional tasks to be done. If the Supervisor has nothing else for the student at that time, he/she will release the student worker for the day. Exceptions: Some departments must have students staffing customer service areas, and therefore, require students on hand during business hours to answer phones or in person inquiries. If approved by the Supervisor, students may be permitted to study in between calls/inquiries.

Adjusting to New/Different Supervisors

Student employees will often have many Supervisors and many different and new responsibilities. The following are a few guidelines/hints that might help:

1. Be open-minded and receptive to change; accept new routines as a challenge. Look at your job as an opportunity to learn as many skills as possible and to gain as much knowledge as possible.
2. Approach the prospect of a different Supervisor as a new opportunity.
3. Find out the **exact** procedures and follow them. (Preferably the procedures will be in writing.)
4. Most importantly -- ask **for help!**
5. Earn your Supervisor's respect. Give your tasks your undivided attention. Ask for additional tasks when you finish the one you've been assigned. Maintain a professional attitude, posture (sitting and standing) and general demeanor.

Cell Phones

Unless otherwise stated by your Supervisor, these electronic devices need to be turned off or put on silent mode. Ringing cell phones are a distraction to co-workers and indicate that an employee is taking personal calls rather than completing their work. If a student needs to place a personal call, it needs to be done during their break.

Training

All student employees should receive basic training for the tasks they are being asked to complete. You should feel comfortable asking your Supervisor for additional training if you are unsure of job procedures and requirements.

Safety

Students are responsible for both familiarizing themselves with the Safety Guide given to them by the SEC at the start of their first semester of Work-Study employment and performing their job in a safe manner. Students also need to locate the nearest emergency exits for their work area & placement of fire alarms and extinguishers. Any questions or concerns regarding safety issues should be addressed to their Supervisor or USD Office of Health and Safety.

Suggestions for Resolving Conflict

Even in the best of employment environments, conflict can arise. The following steps have been adapted from the book ***Professional Excellence for Secretaries*** and may give you some suggestions to help maintain a positive work environment.

1. **Schedule a meeting with the other party.** Decide on a time and a place to sit down and discuss differences. That way you have made a gesture toward resolution.
2. **Evaluate the cause.** First acknowledge that there is a conflict. (Not admitting there is a problem makes it worse.) Talk non-judgmentally about the reasons for your differences.
3. **Use "I" messages.** Say "I thought you wanted this," or "I understood you to say that." In this way, you avoid destructive accusations. Here is a pattern for an "I" message:
I _____ when you _____ which causes _____.
(Feel, react) (Act, do) (Consequences)
4. **Encourage the other person to express his or her feelings.** Ask questions that draw out what the other person is thinking. Use phrases like "I would like your reaction to what happened," or "I would like to hear your reasons." ***The idea is to let the other party know that you are truly listening carefully to his/her opinions.***
5. **Structure your desired outcome.** Negotiate! Be sure that you each contribute to the "solution" and feel satisfied that it is at least worth trying. (Not every problem is going to be solved overnight. However, progress can usually be made, even on those that are most difficult.)
6. **Evaluate.** It's a good idea to set a definite time in the future (a week, a month, etc.) to evaluate the solution.

Evaluations

All FWS/CWO student employees are evaluated twice a year. The mid-year evaluation in late November/early December gives the employee and the Supervisor a chance to assess the progress the student has made during the fall semester. This is an opportunity to learn about the areas of job performance that may need improvement and to receive positive feedback where appropriate. The end of the year evaluation should sum up the year's employment activities and give you a good understanding of your performance over the year. A poor evaluation, at the end of the year, can result in your removal from the FWS program for the next year.

Removal from the FWS Program

It is important to note that some types of student behavior may result in removal from the FWS program. Students showing continual disregard for their Supervisor's guidelines in the area of job assignments, punctuality, attendance, and other areas indicate that the privilege of Federal Work-Study employment is not being taken seriously. Job behaviors that cannot be satisfactorily resolved will result in a student's termination from the FWS program.

In addition, blatant disregard for issues of confidentiality is cause for termination from the FWS program. Students, of course, have the option of appealing decisions regarding their financial aid. Those appeals should be addressed to the Provost. Time card falsification or other types of fraud will result in removal from the FWS program and the student will be required to repay any funds to which he/she is not entitled. **Please note: Cases of fraud may be referred to the U.S. Department of Education and the U.S. Department of Justice, Office of the Inspector General.**

Frequently Asked Questions

- ***How many hours per week can a student work?***

In general, a Federal Work-Study employee should work the hours indicated on their referral form. During periods of enrollment, per USD policy students cannot work more than **20** hours per week. During periods of non-enrollment, student employees may work more than the indicated hours per week, but should not work more than **8** hours a day and no more than **40** hours during a week. A student should rarely, if ever, find themselves in an overtime situation.

- ***I have an FWS award - How do I get a job?***

Continuing students: A list of Federal Work-Study openings is available in the Student Employment Center at the start of each semester. You may select a position when you pick up and complete your hiring paperwork.

Freshman/Transfer students: You will attend the Job Fair during the first week in the fall semester. Departments who are hiring will be available to discuss their positions with you.

- ***Does my FWS paycheck go directly toward my tuition bill?***

No. Once you are hired, you will be paid bi-weekly for the hours worked. You will receive a paycheck either at the Cashier's Office or via direct deposit. You then determine how you use your earnings, including making payments toward your USD tuition costs.

- ***Can I work during January Intersession and Summer Session?***

Generally, yes. You must complete the Office of Financial Aid's applications for **each** of these sessions, and complete the hiring process at the Student Employment Center for **each** session. To be eligible for Intersession or Summer employment, you must have received FWS during the preceding semester and be awarded FWS for the upcoming semester. You may not work during Intersession or Summer if you will be graduating at the end of that term.

- ***Is additional funding awarded for Intersession work?***

No, students working during Intersession are working off unused hours from the fall semester.

- ***When do I need to complete the hiring process?***

Students must complete the hiring process at the start of **every fall semester** (spring semester only students will complete the process at the start of the spring semester for the first year, and then every fall semester). Additional forms are required for students authorized to work during the January Intersession and Summer Session. Please contact the Student Employment Center for dates.

- ***Can I be fired?***

Yes. Poor job performance, habitual tardiness, excessive absences, or other conduct in opposition to USD's Student Code can lead to termination from your current assignment. **Fraudulent time cards can result in termination from the entire FWS program and may result in legal action by the U.S. Department of Education and the Office of the Inspector General.**

- ***What should I do if I am injured on the job?***

You must report all accidents to your Supervisor immediately, whether or not medical assistance is needed. An accident report form will need to be completed by your Supervisor.

- ***What is the hiring process?***

The hiring process refers to the completion of all required forms with the Student Employment Center and Payroll. All students must pick up their *USD Student Work Referral* form within the deadlines indicated on the application received from the Office of Financial Aid, and return it to the SEC **BEFORE** the student starts work. This form requires the signature of both the Supervisor and the student. Upon completion of the signature requirement, the student submits the form to the SEC who in turn will notify Payroll that the student has been hired. Students new to USD

(have never worked in any capacity at USD) are also required to complete the USD Human Resources Personnel form, USCIS I-9 form, the IRS W-4 form, and the last page of the USD Health and Safety Guide. The SEC is required to view certain identification before the I-9 is completed. Please note that the **I-9 form is a federal requirement. Students cannot begin work until this form is completed,** demonstrating that the student is eligible to be employed in the U.S.

Students cannot begin work until all of the required forms listed above are submitted to the SEC. Any work performed before the process is completed must be paid for from the student's department.

- ***Are Work-Study earnings taxable?***

Yes, all earnings are reported to the IRS as regular taxable wages. You will receive a W-2 from the USD Payroll Office by the end of January for tax filing purposes. Refer to a tax planner or CPA for information on who is required to file a Federal and/or state income tax return.

Your Suggestions are Welcome

Your suggestions and comments on this guide are encouraged. If you are aware of issues that you feel should be addressed in this guide, please contact the Student Employment Center (x4801) regarding your ideas for the next edition. Thanks!

Good Luck to You!

USD is proud of its Student Employees!

2009/2010

Important Federal Work-Study Dates to Remember

| | |
|---------------------|---|
| 8/24/09- 9/25/09 | Referral pick-up for <u>Continuing Students</u> (must pick up by 9/25/09 or risk cancellation of work-study award.) |
| 9/3/09 | Student Employment Job Fair (all new students are required to pick up their Work-Study Referral or risk cancellation of work-study award) |
| 9/2/09- 12/22/09 | Fall Semester begins: 1 st day of work Fall Semester ends |
| 1/5/10- 1/22/10 | Intersession begins Intersession ends |
| 1/25/10- 5/20/10 | Spring Semester begins Spring Semester ends: last day of work |
| 3/2/10 | FAFSA Deadline for Undergraduate Students |
| 4/1/10 | FAFSA Deadline for Graduate Students |
| 5/21/09- 5/31/09 | NO WORK for Work-Study Student Assistants |
| 6/1/10- 8/20/10 | Summer Session begins (Start of Summer CWO earnings) Summer Session ends (End of Summer CWO earnings) |



IMPORTANT UNDERGRADUATE FEDERAL WORK-STUDY INFORMATION

Congratulations! You have been offered Federal Work-Study (FWS) as part of your *Financial Aid Award*. Please read the following information carefully and complete **each** of the steps in order to receive your work authorization.

1. Complete the *Undergraduate FWS/CWO Authorization Form*. **YOU MUST SUBMIT THE COMPLETED FORM TO THE USD OFFICE OF FINANCIAL AID WITHIN THREE WEEKS OF THE DATE OF YOUR FINANCIAL AID AWARD.** FWS funds and/or employment cannot be guaranteed for students who return the form after the deadline.
2. As a recipient of Federal Work-Study, you are responsible for finding your own FWS job from those listed with the Student Employment Center (SEC). The SEC will have a list of all available FWS positions. Hiring departments will provide job descriptions, number of student workers needed, and other job details. Please see the information below about completing the hiring process that corresponds with your student status (Continuing or Freshman/Transfer):

Continuing Students

- Pick up your *USD Student Work Referral* form at the SEC between August 24 and September 25, 2009.
- **YOUR REFERRAL MUST BE PICKED UP BY SEPTEMBER 25, 2009 OR YOU MAY RISK HAVING YOUR FWS CANCELLED.**
- If employed the previous year, and both you and the department agree, you may return to the same job.
- If you wish to change your place of employment, please visit the SEC regarding available FWS positions.
- Contact the department for which you are interested in working, and set up an interview.
- Once you are hired, complete and return your *Referral* form to the SEC **BEFORE YOU BEGIN WORK.**

Freshman/Transfer Students

- Pick up your *USD Student Work Referral* form at the FWS Job Fair (please see information below).
- Read the description of the **Employment Eligibility Verification Procedures** in this packet. **Please bring the necessary forms with you to the Job Fair.**
- Once you are hired, complete and return your *Student Work Referral* form to the SEC **BEFORE YOU BEGIN WORK.**
- **YOUR REFERRAL MUST BE PICKED UP BY SEPTEMBER 25, 2009 OR YOU MAY RISK HAVING YOUR FWS CANCELLED.**

FWS JOB FAIR (Freshman/Transfer Students)

The SEC will sponsor a FWS Job Fair to help students and hiring departments complete the hiring process. **ALL FRESHMAN/TRANSFER STUDENTS WITH A FWS AWARD ARE REQUIRED TO ATTEND THE JOB FAIR.** Representatives from most departments will be available to answer questions about the jobs in their department, to interview, and to assist with the hiring process. **THE JOB FAIR WILL BE HELD DURING NEW STUDENT ORIENTATION WEEK IN THE FALL SEMESTER.** Details on the time and place will be included with the Orientation information sent to entering students.

SPRING SEMESTER AWARDS

Contact the Student Employment Center by January 11, 2010 to confirm spring employment only. Be sure to submit the enclosed *Undergraduate FWS/CWO Authorization Form*. **YOUR USD STUDENT WORK REFERRAL FORM MUST BE PICKED UP BY FEBRUARY 5, 2010 OR YOU MAY RISK HAVING YOUR FWS CANCELLED.**

HOURLY WAGE: A student's hourly wage rate depends on the type of employment. The FWS rates for each position depend on the level of responsibility and skill that position requires. FWS wages at USD range from \$8.00 to \$10.00 per hour.

IMPORTANT GRADUATE FEDERAL WORK-STUDY INFORMATION

Congratulations! You have been offered Graduate Federal Work-Study as part of your *Financial Aid Award*. Please read the following information carefully and complete **each** of the steps in order to receive your work authorization.

1. Complete the *Graduate FWS/CWO Authorization Form*. You must **submit the completed Form to the USD Office of Financial Aid within THREE WEEKS** of the date of your *Financial Aid Award*. Employment cannot be guaranteed for students who return the form after the deadline.
2. If you **have not** previously worked at USD, please read the description of the required employment eligibility documentation listed on the next page. **Bring the necessary forms with you when your job selection process is complete.**
3. As a recipient of Graduate Federal Work-Study/College Work Opportunity you will be assigned your job location by Brenna Hughes from the positions available in the USD Office of Community Service-Learning (M218). In addition you will need to pick up your *USD Student Work Referral* form at the Student Employment Center (HC 313). Once you have been hired complete the *Referral* form with Brenna and return it to the Student Employment Center. Employment eligibility documentation forms will be completed at that time.

ALL students, entering and continuing, must pick up their *USD Student Work Referral* during September 2-25 or risk cancellation of their work offer.

HOURLY WAGE: A student's hourly wage rate for the GFWS/CWO program is \$13.00/hr.

EMPLOYMENT ELIGIBILITY VERIFICATION PROCEDURES

The Immigration Reform and Control Act requires **all** employers in the United States to verify the identification and employment eligibility of **all** employees. In compliance with this federal law, all FWS/CWO recipients must present certain documentation to the Student Employment Center at the time payroll enrollment forms are completed.

To meet these requirements you must complete an *Employment Eligibility Verification Form* (USCIS form I-9) and present the documents as noted below. Present either one of the documents listed in #1 or a document from **both** #2a and #2b.

NOTE: UNDER NO CIRCUMSTANCES WILL ANYONE BE ALLOWED TO START WORK UNTIL THESE FORMS HAVE BEEN PRESENTED AND THE ENTIRE PROCESS IS COMPLETED.

Forms Documenting Employment Eligibility

1. **These forms establish both identity and employment eligibility:** U.S. Passport (unexpired only); Certificate of U.S. Citizenship; Unexpired foreign passport with valid employment authorization attached; Alien Registration card with photograph.

OR

2. a) **The following documents establish identity only:** A state driver's license or identification card that has a photograph, name, date of birth, sex, height, weight, and eye color; U.S. military identification card; other photograph-bearing identification card from official organizations (these must be reviewed individually for acceptance);

AND

- b) **If one of the above documents (from 2a) is used to establish identity, one of the following documents must also be presented to establish employment eligibility:** an **original** copy of a Social Security card (unless marked "not valid for employment"); a birth certificate issued by a state, county, or municipality which bears a seal or other certification; unexpired DHS Employment Authorization document.

The University is required to visually inspect the original documents you are using for verification (students who have previously worked for USD are not required to repeat this process unless more than twelve months have passed since the last employment). All students receiving FWS/CWO are **required** to complete this process **before starting work**.

PLEASE NOTE: You will be required to complete IRS Form W-4 at the Job Fair or the Student Employment Center, specifying tax withholdings. If you are unsure how to complete this form, please discuss your options with a parent or tax advisor **BEFORE** completing the hiring process.