There are over 1,000 students employed on the University of San Diego campus each year. Over 500 of them are employed under the Federal Work-Study (FWS) Program. Others are employed by the University Dining Services, Banquets and Catering, the USD Torero Store 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 obtain 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

2014/2015
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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.

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 also gives a student a chance to put into practice theories learned in the classroom and an opportunity to acquire marketable skills.

Of course, the most important aspect of student employment is the paycheck 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 benefits the student.

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

It is clear 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.* 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.* 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:*

<table>
<thead>
<tr>
<th>Academic Year</th>
<th>Student Employee</th>
<th>USD Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>1989/90</td>
<td>Peter Ditzhazy*</td>
<td>Student Affairs</td>
</tr>
<tr>
<td>1990/91</td>
<td>Barbara Henscheid**</td>
<td>Biology</td>
</tr>
<tr>
<td>1991/92</td>
<td>Jack Guntley</td>
<td>Academic Computing</td>
</tr>
<tr>
<td></td>
<td>Jaime Freeman</td>
<td>Hahn University Center and Housing</td>
</tr>
<tr>
<td>1992/93</td>
<td>Pam Malone</td>
<td>Manchester Child Development Center</td>
</tr>
<tr>
<td>1993/94</td>
<td>Geoff Schmitz</td>
<td>Outdoor Adventures</td>
</tr>
<tr>
<td>1994/95</td>
<td>Ryan Sweeney**</td>
<td>Housing</td>
</tr>
<tr>
<td>1995/96</td>
<td>Tracey Eizonas</td>
<td>University Relations</td>
</tr>
<tr>
<td>1996/97</td>
<td>Jeffrey Tysor</td>
<td>Hahn University Center</td>
</tr>
<tr>
<td>1997/98</td>
<td>Kristine Jaramillo</td>
<td>College of Arts and Sciences</td>
</tr>
<tr>
<td>1998/99</td>
<td>Ruby Aceves</td>
<td>Housing</td>
</tr>
<tr>
<td>1999/00</td>
<td>Michael Lamarre**</td>
<td>Human Resources</td>
</tr>
<tr>
<td>2000/01</td>
<td>Rasheed Behrooznia</td>
<td>Academic Computing</td>
</tr>
<tr>
<td></td>
<td>Gioconda Brunetti</td>
<td>Academic Computing</td>
</tr>
<tr>
<td>2001/02</td>
<td>Susan Turner</td>
<td>Community Service-Learning</td>
</tr>
<tr>
<td>2002/03</td>
<td>Andrew Ganse</td>
<td>University Ministry</td>
</tr>
<tr>
<td>2003/04</td>
<td>Alejandro Castro</td>
<td>Jenny Craig Pavillion</td>
</tr>
<tr>
<td>2004/05</td>
<td>Kristopher Carter**</td>
<td>Summer Conference Services</td>
</tr>
<tr>
<td>2005/06</td>
<td>Joanna Kinsey</td>
<td>Chemistry</td>
</tr>
<tr>
<td>2006/07</td>
<td>Jennifer Howard</td>
<td>TRIO: Upward Bound</td>
</tr>
<tr>
<td>2007/08</td>
<td>Raffaela Abbriano</td>
<td>Marine and Environmental Sciences</td>
</tr>
<tr>
<td>2008/09</td>
<td>Maria Nguyen</td>
<td>School of Business</td>
</tr>
<tr>
<td>2009/10</td>
<td>Stephanie Roadarmel</td>
<td>Chemistry/Biochemistry</td>
</tr>
<tr>
<td>2010/11</td>
<td>Mou Riiny</td>
<td>Copley Library</td>
</tr>
<tr>
<td>2011/12</td>
<td>Anna Szczubelek**</td>
<td>Mission Fitness Center</td>
</tr>
<tr>
<td>2012/13</td>
<td>Eirene Rocha</td>
<td>University Ministry</td>
</tr>
<tr>
<td>2013/14</td>
<td>Cassandra Dela Rojo</td>
<td>Counseling Center</td>
</tr>
</tbody>
</table>

*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 by completing and submitting the Free Application for Federal Student Aid (www.fafsa.gov) and receive FWS as part of your Financial Aid Award. You should submit the FAFSA each year in January or February, to apply for FWS and other financial aid programs for the upcoming academic year. The Priority Deadline is March 2. Students who apply after the Priority Deadline are considered late applicants. Late applicants are considered for funding, but it is not assured. The application is available each year starting January 1. Since there are usually more eligible students than funds available, your timely completion of required forms is necessary. Students unsure of the application process should direct their questions to the Student Employment Center, located in Room 313 in the Hughes Administration Center (Phone: (619) 260-4801).

Changes to Eligibility

During the year, several situations may occur that result in a change to a student’s Federal Work-Study eligibility. The amount awarded can decrease, or be cancelled by the Office of Financial Aid (OFA). Two common reasons for a change are: 1) new information is submitted to the OFA, resulting in a change in the student’s federal aid eligibility; 2) a student does not complete all financial aid requirements, or the FWS hiring process, within specified deadlines. It is the student’s responsibility to notify his/her Supervisor any time a change occurs to their FWS award so the work schedule can be adjusted as needed. If the award is cancelled, the student must stop working immediately! Any questions regarding changes in FWS eligibility should be directed to the Student Employment Coordinator (Hughes Administration Center, Room 313/ (619) 260-4801).

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 needed, 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 by their Supervisor. These hours are to be scheduled as agreed between 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 his/her 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

All students must complete the following steps each year before works begins:

1) Complete and submit the Undergraduate FWS/CWO Request Form to the USD Office of Financial Aid within three weeks of the date you receive notification of your Financial Aid Award.

2) Search for a position. Information about available FWS positions will be posted on the Student Employment page of the USD web site on August 1, 2014 (www.sandiego.edu/financialaid/student_employment.php). Students are encouraged to apply for open positions prior to arriving on campus. Continuing students may work in the department in which they worked the prior year, if requested by the Supervisor.

3) Pick up your USD Student Work Referral after you find a position.
   a. Freshmen and Transfer students may pick up their Work Referrals at the FWS Job Fair, held on September 4, 2014 from Noon to 2 p.m. in the Hahn University Center, Forum A/B. New students hired after the Job Fair may pick up their Work Referrals in the Student Employment Center.
   b. Continuing students may pick up Work Referrals in the SEC, beginning on August 25, 2014.
   c. Your Work Referral must be picked up by September 26, 2014, or your FWS award may be cancelled (students who have FWS awards for the spring semester only must pick up their Work Referrals by February 13, 2015).

4) Return your Work Referral to the Student Employment Center after you and your Supervisor have signed it.

5) Deliver the USD FWS Student Employment Authorization to your Supervisor. The authorization will be issued in the SEC when you have completed all of the steps in the hiring process.

Additional requirements for students who will be working at USD for the first time, or following a gap of more than twelve months, appear on page 14 of this guide.
Federal Work-Study Pay Rates

Effective July 1, 2014, the starting pay rate for most USD Federal Work-Study employees is $9.00 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 2014-15, "B" classified jobs will be paid $9.25 per hour, "C" classified jobs $9.75, and "D" classified jobs $10.25. Promotions to positions with additional responsibilities are determined by your Supervisor and are dependent upon increased skills and knowledge.

<table>
<thead>
<tr>
<th>Pay Level</th>
<th>Pay Rate</th>
<th>Class Level</th>
<th>Years of Service</th>
<th>Pay Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>$9.00</td>
<td>Freshman</td>
<td>1</td>
<td>AB,</td>
</tr>
<tr>
<td>B</td>
<td>$9.25</td>
<td>Sophomore</td>
<td>2</td>
<td>A,B,C</td>
</tr>
<tr>
<td>C</td>
<td>$9.75</td>
<td>Junior</td>
<td>3</td>
<td>A,B,C,D</td>
</tr>
<tr>
<td>D</td>
<td>$10.25</td>
<td>Senior</td>
<td>4 or 5</td>
<td>A,B,C,D</td>
</tr>
<tr>
<td>G</td>
<td>$13.25</td>
<td>Graduate</td>
<td>Not applicable</td>
<td>G</td>
</tr>
</tbody>
</table>

Length of FWS Assignment

Work assignments begin the first day of the fall semester and end the last day of the spring semester. Exception: Students may apply to “work off” unused fall semester Federal Work-Study hours during January Intersession. Students who attend USD for only one semester may not earn more than half their award during that term.

Monitoring Earnings

Students are responsible for monitoring their earnings to ensure that they do not exceed the semester award, even if they have a full academic year award. It is also the student’s responsibility 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 Supervisors 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 - 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 legal record of hours worked and the basis for calculating payment. Time cards are completed online via the Kronos web site.

- 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/approved 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.

- 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/finance/documents/direct_deposit.pdf) and in the Payroll Office.

- If Direct Deposit is not requested, paychecks 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.

**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 should also give a minimum of two weeks’ 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 and must clock out on their time card. **Exception:** If the work day 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/finance/documents/meal_break_waiver.pdf).

Confidential Information:
Family Educational Rights and Privacy Act (FERPA) Tutorial

Information regarding USD students that student employees encounter in the course of their work is considered confidential and may not be discussed outside the work environment. All faculty and staff, as well as any other employees of the University who have access to student academic records, must complete the Family Educational Rights and Privacy Act (FERPA) tutorial.

The FERPA tutorial is intended to ensure that anyone accessing student records understands the obligations under federal law 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. After each Student Assistant completes the FERPA tutorial, please print the certificate, sign and date, and submit a copy to Human Resources, Maher Hall Room 110.

Dress Code

Neat, clean, and modest 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 or skirts, 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 more than one Supervisor 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 new Supervisor as a new opportunity.

3. Find out the exact procedures expected by your Supervisor and follow them (Preferably the procedures will be in writing.). Follow directions carefully.

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, any portable electronic devices should 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 a break. If your Supervisor permits you to listen to music during certain types of work, only one ear bud should be used, so you can hear someone trying to get your attention.

**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 familiarizing themselves with the General Safety for Part-Time and Temporary Employees brochures provided by the SEC at the start of their first semester of employment and perform their job in a safe manner. Students should locate the emergency exits nearest to their work area as well as the 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 if differences arise.** Decide on a time and a place to sit down and discuss the situation. This provides a pathway 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 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 in the most difficult cases.)

6. **Evaluate.** It's a good idea to set a definite time in the future (a week, a month, etc.) to evaluate the solution.

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**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 Director of Financial Aid. 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 may 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?**

Federal Work-Study positions will be posted on the Student Employment page of the USD website (http://www.sandiego.edu/financialaid/student-employment/) each year, beginning in August. To apply for a position, contact the Supervisor via the email address listed in the position description. Indicate in the email the title of the position and why you are interested in working in the department. Attach a copy of your resume and class schedule.

*Freshman/Transfer students:* You may also attend the Job Fair during the first week in the fall semester. Departments that are hiring will be available to discuss their open 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, by mail 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. (Note: Intersession Applications for FWS are available on October 1 and the priority deadline is November 1. Summer Applications for CWO are available on February 1 and the priority deadline is March 15.)

- **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 inconsistent with 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 university, state and federal requirements through the Student Employment Center. 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. Students who have never worked in any capacity at USD, or those who
have not worked at USD within the prior twelve months are also required to complete a background check and the following forms: the USD Confidential Employee Information 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 may not begin work until all of the requirements listed above have been submitted to the SEC. Any work performed before the process is completed must be paid for by the student’s department.**

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

Yes, all earnings are reported to the Internal Revenue Service (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 regarding 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!**
2013/2014 Important Federal Work-Study Dates to Remember

8/25/14- Referral pick-up for Continuing Students
9/26/14 (must pick up by 9/27/13 or risk cancellation of Federal Work-study award.)

9/4/14 Student Employment Job Fair (all new students are required to pick up their Federal Work-Study Referral or risk cancellation of the Federal Work-Study award)

9/3/14- Fall Semester begins: 1st day of work
12/19/14 Fall Semester ends

1/5/15- Intersession begins
1/23/15 Intersession ends

1/26/15- Spring Semester begins
5/20/15 Spring Semester ends: last day of work

5/21/15- Federal Work-Study Student Assistants may NOT work
5/31/15

6/01/15- Summer Session begins (Start of Summer CWO earnings)
8/21/15 Summer Session ends (End of Summer CWO earnings)

Important Deadlines:
3/2/15 FAFSA Priority Deadline for Undergraduate Students
4/1/15 FAFSA Priority Deadline for Graduate Students
Students Who Will Be Working at USD for the First Time

Background Check

Employment at the University of San Diego is contingent upon successful completion of a background check. Effective July 1, 2012, all first-time student employees at the University of San Diego must complete a background check before the offer of employment is finalized. New students who have submitted the FWS Request form by August 1 will receive an email in early August, directing them to the online portal maintained by USD’s background screening vendor, Truescreen, Inc. The email will be sent to the student’s USD email account by Truescreen’s Application Station. You will need to create your secure account, sign in and follow the online instructions to authorize your background check. You may apply for positions, but may not begin working, before completion of your background check. Any questions regarding the background check should be directed to the USD Office of Human Resources (Phone: 619-260-4594).

New Employee Forms

New employees of the University of San Diego, and those who resume employment after a period of more than twelve months, are required to complete Employment Eligibility Verification (USCIS Form I-9), Employee’s Withholding Allowance Certificate (IRS Form W-4) and USD’s Confidential Employee Data form. Federal law requires that you complete Form I-9 and present the required original document(s) for visual inspection before you begin working.

- You may preview all three forms through the Human Resources section of USD’s website: http://www.sandiego.edu/hr/employment-eeo/forms.php. A list of documents acceptable for completion of the Form I-9 appears on page 9 of that form. Review the list and bring the required documents with you to campus.
- Freshmen and Transfer students may complete new employee forms at the Job Fair. All other students complete forms in the Student Employment Center after they have been offered a position.
- Discuss the W-4 form, for tax withholding, with your parents or a tax advisor before you come to campus.