



Office of Financial Aid

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 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.

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 team 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.

Kellie Nehring
Director of Financial Aid

2020/2021

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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 also offers students experiences that are 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, an 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, students benefit.

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.**

COVID Guidelines for Federal Work-Study

Purpose: To ensure that student assistants are provided a safe work experience while earning money to support their college education. Remember to wear a mask and practice social distancing.

- In light of the campus moving to remote learning, and our goal of de-densifying the campus, supervisors should assess whether current work-study positions can be done remotely, or if they must be done on campus. While students may work on-campus beginning fall 2020, the duties and responsibilities of their position should be deemed essential by the supervisor.
- If they do require students to be on campus, supervisors will work to ensure work areas are clean and safety precautions are in place. All students and employees on campus must practice social distancing and wear a mask.
- If a **current** job can be converted to a remote position, and the student and supervisor agree to the arrangement, then a student may work remotely
 - Please note that this might include providing remote VPN access to students. Proper training on data privacy should be provided
 - Please contact [USD VPN - Information Technology Services](#)
- If a **current** job or **re-created** position will require a student to physically work on campus, supervisors should follow these guidelines:
 - Students will be afforded a workspace with the proper social distancing and adherence to the University mask policy.
 - If the job requires protective equipment, then it will be provided, and appropriate training should be provided.
 - Jobs that include custodial or janitorial tasks should be considered inappropriate for work-study students.
 - If at any time, a student feels uncomfortable performing their job responsibilities due to safety and/or concern around COVID-19, the student may contact their supervisor for guidance. The Student Employment Center can then provide guidance on how to best move forward with different job responsibilities or an appeal to the Office of Financial Aid.

If a student is not able to secure a current FWS position or if a newly re-created one cannot be provided and they rely on FWS earnings to attend USD, then the student may appeal to the Office of Financial Aid. Appeals should be sent via email to onestop@sandiego.edu.

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 undergraduate 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***:

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 Pavilion
2004/05	Kristopher Carter**	Summer Conference Services
2005/06	Joanna Kinsey	Chemistry
2006/07	Jennifer Howard	TRIO: Upward Bound
2007/08	Raffaella Abbriano	Marine and Environmental Sciences
2008/09	Maria Nguyen	School of Business
2009/10	Stephanie Roadarmel	Chemistry/Biochemistry
2010/11	Mou Riiny	Copley Library
2011/12	Anna Szczubelek**	Mission Fitness Center
2012/13	Eirene Rocha	University Ministry
2013/14	Cassandra Dela Rojo	Counseling Center
2014/15	Sloane Smith	Residential Life Administration
2015/16	Amanda Hernandez	Human Resources
2016/17	Cristina Ramos	Communication Studies
2017/18	Karen Ovadia	Mulvaney Center (CASA)
2018/19	Ankit Shah	Copley Library
2019/20	Tyler Arden	The Brink SBDC

*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, students must apply for financial aid by completing and submitting the Free Application for Federal Student Aid (<https://studentaid.ed.gov/sa/fafsa>) and receive FWS as part of their Financial Aid Award. Students should submit the FAFSA each year beginning October 1 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. Since there are usually more eligible students than funds available, the timely completion of required forms is necessary. Students unsure of the application process should direct their questions to the Student Employment Center (usdsec@sandiego.edu). *Please note: students may not have two FWS assignments concurrently.*

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.

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 the student's primary purpose for being at USD is their education, and that scheduling flexibility is needed, particularly during exams. However, it is important that students treat their job as a real job. **Students must contact their Supervisor on days when they are sick or running late.** If it is at all possible, students should inform their Supervisor well in advance when time off is needed.

- 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, the student 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

- 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 and the FWS Job Fair will be posted on the Student Employment page of the USD website around August 1st (<https://www.sandiego.edu/financialaid/student-employment>).
 - a. 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.
 - b. The FWS Job Fair will take place **virtually** on Wednesday, August 12, 2020 from 10:00 a.m. to 12:00 noon. Departments that are hiring will be available via Zoom to discuss job opportunities with students.
- 3) **Complete the onboarding process after securing a Federal Work-Study Position**
 - a. Students being employed at USD for the first time (or have not worked on campus within the last 12 months) must successfully complete a **background check** and **New Hire Packet**. Additional information appears on **page 17** of this guide.
- 4) **Return the signed Work Referral to the *Student Employment Center* via email (usdsec@sandiego.edu)**
 - a. The Work Referral is only valid for the current academic year. In order to continue working under Federal Work-Study, students and supervisors must sign a **new Work Referral every year** prior to the first day of work.
 - b. The Student Employment Center will confirm receipt of the Work Referral, authorizing the student to begin working.

Federal Work-Study Pay Rates

All USD Federal Work-Study employees are assigned a pay rate of \$13.00 per hour**. This is considered job classification “A”. For 2020/2021, “B” classified jobs will be paid \$13.00, “C” classified jobs will be \$13.50, and “D” classified jobs will be \$14.00. Level “G” is reserved for Graduate Student Assistants. Some jobs may require a higher level or skills and/or responsibilities. In these situations, Supervisors may request a higher job classification for a student.

Level “C” is reserved for students with supervisory roles and increased responsibilities. **Level “D”** is reserved for students who have specialized training, experience, and skills (for example, a certification to teach a yoga class). **Promotions to the Level “D” pay rate must be approved by the Student Employment Center.**

** The City of San Diego Minimum Wage will increase to \$14.00 per hour, effective January 1, 2021. Please review the tables below for additional information.

Federal Work-Study Pay Levels

(until December 31, 2020)

Pay Level	Pay Rate	Notes
A	\$13.00	Entry-Level Work/First-Year Students
B	\$13.00	
C	\$13.50	Students with Supervisory Roles & increased responsibilities
D	\$14.00	Students with specialized training/certifications
G	\$15.00	Graduate Students Only

Federal Work-Study Pay Levels

(effective January 1, 2021)

Pay Level	Pay Rate	Notes
A	\$14.00	Entry-Level Work/First-Year Students
B	\$14.00	
C	\$14.50	Students with Supervisory Roles & increased responsibilities
D	\$15.00	Students with specialized training/certifications
G	\$16.00	Graduate Students Only

Paid Sick Leave

Effective July 1, 2015, all USD Federal Work-Study employees are eligible to receive paid sick leave under the California paid sick leave law (AB 1522). USD Policy 3.9.3 states that student employees will accrue one (1) hour of sick leave for every thirty (30) hours worked. Please visit the USD Policy Manual (<http://www.sandiego.edu/legal/policies/>) for additional information.

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.
- Enter the hours under the correct project code/job if the student has 2 or more positions on campus. This is critical so that the student’s pay comes from the correct department. When the student is in Kronos, click the dropdown in the **Transfer Column** to choose the correct job for the hours worked. Instructions can be found at the following link:
http://www.sandiego.edu/finance/documents/enter_time_kronos.pdf

- Remember, it is the student's responsibility to make sure the time card is electronically submitted/approved by the proper date each payroll period to ensure they are paid according to schedule. Deadline dates are set by and available from the USD Payroll Office (<https://www.sandiego.edu/finance/payroll/>).

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 form is available online (https://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

Rest breaks under California labor law are required for non-exempt employees who work four (4) or more hours in a day. Employees are entitled to ten (10) minutes of paid rest period for each four (4) hours, or substantial fraction thereof, that they work in a day. 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 training is intended to ensure that anyone accessing student records understands the obligations under federal law for proper use and protection of student records. FERPA training must be completed through USD's third-party training vendor, LawRoom. In about 3 weeks, an email will be sent to the student after their job has been created at Human Resources and they may access the 30-minute training online using their USDOne login credentials. The supervisor should contact Human Resources to request FERPA training for the student assistant if the student does not receive an email within 2 to 3 weeks of beginning their assignment.

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 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 all tasks, they need to check with their Supervisor for additional tasks to be done. If the Supervisor has nothing else for the student at that time, the Supervisor will release the student assistant 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 that might help:

1. Be open-minded and receptive to change; accept new routines as a challenge. Look at the 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 the Supervisor and follow them (preferably the procedures will be in writing). Follow directions carefully.
4. Most importantly -- ask for help!
5. Earn the Supervisor's respect. Give tasks undivided attention. Students should ask for additional tasks when they finish the one they were assigned. Maintain a professional attitude, posture (sitting and standing) and general demeanor.

Cell Phones

Unless otherwise stated by the Supervisor, any portable electronic devices should be turned off or put on silent mode. Cell phones are a distraction at work. Students should avoid using their phones for calls or texts while working. Reserve phone usage to break times.

Training

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

Safety

Students are responsible for familiarizing themselves with the General Safety for Part-Time and Temporary Employees brochure 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 Environmental Health and Safety (ehs@sandiego.edu).

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.)
5. **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 the student a good understanding of their performance over the year. A poor evaluation, at the end of the year, can result in 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 the student 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 (this is suggested to be about 10-12 hours per week). Per USD policy, students cannot work more than **25** hours per week during periods of enrollment. Keep in mind that if a student works more than about 10 hours per week, they will likely run out of funding before the academic year has ended. 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/index.php>) 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.

You may also attend the FWS Virtual Job Fair on Wednesday, August 12, 2020 from 10:00 a.m. to 12:00 noon. Departments that are hiring will be available via Zoom to discuss job opportunities with students.

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. Students cannot work during Intersession or Summer if they have graduated the previous term. (Note: Intersession Applications for FWS are available on October 2 and the priority deadline is November 1. Summer Applications for CWO are available on March 15 and the priority deadline is April 1.)

Is additional funding awarded for Intersession work?

No, students working during Intersession are working off any unused hours from the fall semester and/or beginning to use the hours allocated for the spring 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 additional information.

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 Federal Work-Study student employees must sign and submit *Federal Work-Study Work Referral* form to the Student Employment Center BEFORE their first day of 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, the DE4 Form, the Notice to Employee, 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* (usdsec@sandiego.edu) regarding your ideas for the next edition. Thanks!

Good Luck to You!

USD is proud of its Student Employees!

2020/2021 Important Federal Work-Study Dates to Remember

8/12/20	Student Employment Virtual Job Fair 10:00 a.m. to 12:00 noon
8/17/20 -	Fall Semester begins: 1 st day of work
10/02/20	FWS Intersession Application available online (Priority Deadline: 11/01/20)
11/20/20	Fall Semester ends: Last day of work for fall semester
1/04/21	Intersession begins (students working during Intersession must submit the Intersession FWS Application and Intersession Work Referral before work begins)
1/22/21	Intersession ends
1/25/21	Spring Semester begins
3/15/21	Summer CWO Application available online (Priority Deadline: 04/01/21)
5/19/21	Spring Semester ends: Last day of work
5/20/21- 5/31/21	Federal Work-Study Student Assistants may NOT work
6/01/21- 8/20/21	Summer Session begins (Start of Summer CWO earnings) Summer Session ends (End of Summer CWO earnings)

Important Deadlines:

3/02/20	FAFSA Priority Deadline for Undergraduate Students
4/01/20	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.

Students who have received an offer of employment must authorize the Student Employment Center to initiate a background check on their behalf. This can be done through the **Federal Work-Study Request Form** Financial Aid Requirement, or through the **FWS/CWO Background Check Acknowledgement and Authorization Form**. Students will receive an email 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. The student will need to create a secure account, sign in and follow the online instructions to authorize the background check. Students may not begin working before completion of the background check and New Employee Forms. Any questions regarding the background check should be directed to the USD Office of Human Resources (Phone: 619-260-4594; Email: hr@sandiego.edu). There is **no charge** to the student for the background check.

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), Employee's Withholding Allowance Certificate for California (Form DE4), USD's Confidential Employee Data form, and USD's Notice to Employee Form. Federal law requires that new employees complete Form I-9 and present the required original document(s) for visual inspection **before** they begin working.

- New employees may preview all new hire forms through the Human Resources section of USD's web site: <http://www.sandiego.edu/hr/employment-eeo/forms.php>. A list of documents acceptable for completion of the Form I-9 appears on page 3 of that form. Review the list and bring the required documents with you to campus.
- Students are encouraged to discuss the tax withholding forms (W-4 form and DE4 Form) with a tax advisor before arriving on campus.