

FAQs

## **Frequently Asked Questions Regarding Student Employment**

Please refer to the Student Employment Guide for more-detailed information about the following topics.

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### **What is the difference between Student Payroll and Federal work study?**

Both programs allow students to earn money to meet educational expenses. The available jobs and pay under the Student Payroll and work study programs are the same, however some community service positions require the use of federal funding. Students receive bi-weekly paychecks for hours worked

under both payrolls. The difference between these two programs is the funding source for the hourly wages and total academic year award.

Student Payroll is a work program open to all students, regardless of financial need. Student Payroll positions are funded by individual on-campus departments.

Work study is a need-based financial aid work program. Funds are limited and are awarded based on financial need and in order of application filing date to eligible full-time students whose FAFSA has been received by the Federal Processor by the on-time deadline of March 1st. Students may only earn up to the limit of their work study awards for a given term or academic year.

Important details about Federal work study:

For funds awarded for the academic year or fall semester, a work study job must be secured by a deadline established each year by the Office of Student Financial Aid Services (usually mid-October). Failure to meet this deadline will result in the loss of the work study award for the entire academic year.

Students who plan to work only in the spring semester must notify Student Employment by the deadline to “hold” the spring portion of their work study awards.

Only the fall portion of the work study award may be earned during the fall semester. Any unearned portion from the fall semester will roll into the spring semester’s earnings eligibility.

Students may not earn more than the federal work study award amount. It may be possible, however, for a student to continue employment using Student Payroll funds if the employing department has funds available. Students are encouraged to discuss this possibility with employers in advance.

Federal Work study awards may be split between two or more jobs. Contact the Office of Student Employment for details prior to starting a second job.

Federal Work study earnings are taxable income and specified on an annual W-2 form. They must be reported on the following year’s FAFSA.

Work study earnings, as reported on a W-2 form, should be indicated in the appropriate section of the following year’s FAFSA.

### **What types of jobs are available?**

There are a wide variety of jobs, including administrative support, information technology, library services, admissions ambassadors, athletics, tutoring, dining service, and maintenance. All positions are considered temporary and are subject to renewal each academic year. Most positions are located on-campus.

### **How can students find jobs?**

All Student Payroll and Federal Work-Study positions are posted on the website. Students may search and apply online for positions by department at the following link:

<https://www.utica.edu/hr/studentemployment/jobs.cfm>

Supervisors will select students for phone or personal interviews given the information provided in the job application, so students should ensure applications are complete and free of errors.

### **Can work study funds be used for off-campus employment?**

Students with federal work study awards may elect to earn those awards working off-campus. These community service positions must be in the public interest. Employers include pre-qualified non-profit, federal, state or municipal agencies. Work-Study students who choose off-campus employment must contact Student Employment prior to beginning work. Each off-campus employment opportunity requires prior approval.

### **How much are students paid?**

The rate of pay is based on the skills and level of experience required. The pay rate is determined by the type of position and job description developed by the supervisor and is subject to approval by the Office of Student Employment.

Note: this pay scale is effective 12/31/2015

Class, Requirement, and Pay Rate

\$9.00

I: The majority of work study positions fall into this category and the rate is based on New York State Minimum Wage requirements. These positions do not typically require a specific degree of skill or prior work experience.

\$9.50

II: This rate of pay is for Intern level positions. Interns in the department have an increased role and significant responsibilities and/or qualifications than the other work study positions in that same department. These positions require a high degree of skill and/or knowledge in a scientific, academic or specialized study.

\$10.00

III: This rate is appropriate for lifeguards based on the advanced skill required, market/environmental demand, and required training to be a certified lifeguard.

### **How many hours may students work?**

While there is no minimum number of hours a student must work, there are recommended maximums. It is recommended that full-time students not exceed 20 hours per week in all jobs. On average, students work between six (6) to twelve (12) hours per week. During semester and summer breaks, it is recommended that students not exceed 40 hours per pay week in all jobs. Hours worked during the holiday breaks will be deducted from the award total. Work schedules are arranged directly with the supervisor of the department. The number of hours a student works is typically based on the following considerations:

- the student's class schedule
- the department's staffing needs and fiscal restraints
- the student's award amount (for students working under Federal Work-Study)
- Students may not work during times in which their classes are scheduled.

### **Special Restrictions on Work Hours:**

International Students: Per United States Citizenship and Immigration Services regulations, failure to comply with the following policy is a violation of the student's visa status that could ultimately result in deportation:

During the fall and spring semesters, international students who are eligible for employment in the US may not work more than twenty (20) hours per pay week, in all jobs combined.

During semester and summer breaks, if the student is eligible and intends to register for courses for the next semester, an international student may work full time, up to, but not more than, forty (40) hours per pay week, in all jobs combined.

Minors under 18 years of age: Student employees under 18 years of age, who are matriculated Utica College students, are subject to the College policy regarding work schedules. For summer employees who are still enrolled in high school, state law restricts not only the total number of hours per week but also the time of day and total number of hours per day. These non-UC students also need to submit a Statement of Age ("working papers") prior to beginning work. Contact the Office of Student Employment for more information.

### **What paperwork must students complete before they begin working?**

I-9 Form (Employment Eligibility Verification)– Student workers must ensure that Student Employment received the Federal I-9 form prior to beginning work. The Immigration Reform and Control Act of 1986 require employers to verify the identity and employment eligibility of ALL EMPLOYEES. Before students are allowed to begin working at UC, they must present ORIGINAL, UNEXPIRED documents showing identity and employment eligibility. If you cannot present the necessary documents, you will not be authorized to begin work. From the following list, students must provide either one unexpired document from List A –OR- one unexpired document from List B AND one document from List C.

#### LIST A

Documents that Establish both Identity and Employment Eligibility

U.S. Passport or U.S. Passport Card

Permanent Resident Card or Alien Registration Receipt Card (Form I-551)

Foreign passport that contains a temporary with I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa.

Employment Authorization Document that contains a photograph (Form I-766)

In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with a Form I-94 or Form I-94A, bearing the same name as the passport and containing an endorsement of the alien's non-immigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form

Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI.

OR

LIST B

Documents that Establish Identity

Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address

ID card issued by federal, state or local government agencies or entities provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address

School ID card with a photograph

Voter's registration card

U.S. Military Card or draft record

Military dependent's ID card

U.S. Coast Guard Merchant Mariner Card

Native American tribal document

Driver's license issued by a Canadian government authority

For persons under age 18 who are unable to present a document listed above:

School record or report card

Clinic, doctor or hospital record

Day-care or nursery school record

AND

LIST C

Documents that Establish Employment Eligibility

Social Security Account Number card other than one that specifies on the face that the issuance of the card does not authorize employment in the United States

Certification of Birth Abroad issued by the Department of State (Form FS-545)

Certification of Report of Birth issued by the Department of State (Form DS-1350)

Original or certified copy of a birth certificate issued by the state, county, municipal authority or territory of the United States bearing an official seal

Native American tribal document

U.S. Citizen ID Card (Form I-197)

Identification Card for use of Resident Citizen in the United States (Form I-179)

Employment authorization document issued by the Department of Homeland Security

NY and Federal W-4 Forms (income tax forms) – Students are also advised to complete W-4 (tax) forms prior to beginning work.

Direct Deposit form (for students wishing electronic fund transfers of pay directly into their bank accounts) – Students are also advised to complete direct deposit forms prior to beginning work.

For International Students: International student workers must complete their pre-employment paperwork in the Office of International Education. Contact Dan O’Toole, Director of International Programs at [daotoole@utica.edu](mailto:daotoole@utica.edu) to set up an appointment.

**If a student is under age 18, does s/he need “working papers”?**

According to New York State law, UC students under the age of 18 do not need working papers to secure a job. Summer employees under 18 years of age who are not UC students will need “working papers” (officially known as a Statement of Age) before starting work. These students may obtain working papers from their local high schools by presenting a written promise of employment signed by the prospective employer as well as a document which shows age (e.g., birth certificate, passport, driver’s license, or resident alien card).

**How do students get paid for the work they perform?**

Student must be authorized by completing a job acceptance prior to the employees’ start date. Once the student completes the job acceptance, they may start working and all hours may be entered and approved online according to the established payroll deadlines for that academic year. Only students who have completed all their pre-employment paperwork will receive a job acceptance which will allow them to enter hours in the system and receive payment. Students will receive payment for hours worked one week after the end of the payroll period in which they worked. They may pick up their checks in the Office of Student Financial Services or have funds electronically deposited into their bank accounts.

**Are work-study earnings deducted from the fee bill?**

No. All work study funds must be earned. Students must secure a work study job and work to receive a bi-weekly paycheck, however students may assign a percentage or all of their earnings be applied to tuition. Forms may be found in the Office of Student Employment.

**What happens to a work study job if a student withdraws from school or enrolls less than full-time?**

To remain eligible for work study, students must be enrolled full-time by the end of each semester's Add-Drop period. Students who do not meet the enrollment requirements will lose their Federal Work-Study Awards and will be terminated from their work study positions. If they withdraw from school, students must notify their employers and stop work immediately.

**Can students use work study if they participate in the Study Abroad Program?**

No. Students studying abroad cannot earn work study during the time they are out of the country. If a student has work study for the entire academic year, but is studying abroad for a single semester, the financial aid package or payroll award will be adjusted so work study eligibility will be maintained only for the semester in which the student is enrolled in classes at Utica College.

**Can students be paid through work study for intern work?**

Students may not be paid for internship work through work study if they are receiving academic credit for that work. Departments do have paid intern level positions through work study. For more information visit the link: