

An Introduction to Federal Work Study

Presented by:
The Division of Operational Excellence,
Office of Career Success and
Professional Development and Human
Resources



MARYVILLE
UNIVERSITY

What is Federal Work Study?

- A federal program that provides part-time jobs for undergraduate and graduate students with financial need, allowing them to earn money to help pay education.



How do I know if I have Work Study?

- Did you fill out a FASFA?
 - Be sure to check that you are interested in work study
- Federal Work Study would be included in your Award Letter
- Be sure to “accept” your work study award on your Financial Aid Award Letter for 2021-2022
 - Access your financial aid in Self-Service

Application Process, Interviews, & Getting Hired

Visit

Visit <https://maryville.joinhandshake.com/>

- Your information is already loaded and ready to go!

Upload

Upload a resume

- Reach out to your Life Coach for resume review, cover letter help, and/or mock interviews

Apply

Apply for job openings

- Will be contacted by supervisors for an interview and offer of employment

I've accepted a position...

Now what?

- Communicate with your supervisor about details/expectations of position
- Your supervisor will complete the electronic student employment authorization. Once submitted, you will receive an email from FormAssembly.
 - Follow the instructions in the email and send your acknowledgment to StudentEmployment@Maryville.edu
 - Authorizations will not be processed until your acknowledgment has been received.

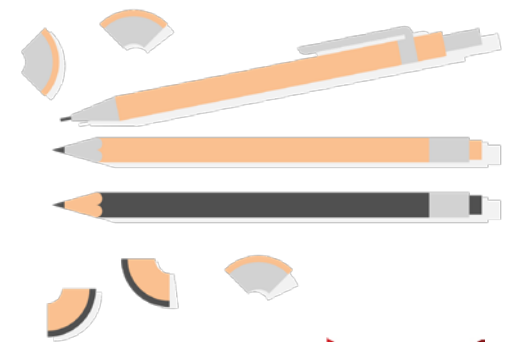
Acceptable I-9 Documentation

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		1. 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		1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. 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		2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph		3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
4. Employment Authorization Document that contains a photograph (Form I-786)		4. Voter's registration card		4. Native American tribal document
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.		5. U.S. Military card or draft record		5. U.S. Citizen ID Card (Form I-197)
		6. Military dependent's ID card		6. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		7. U.S. Coast Guard Merchant Mariner Card		7. Employment authorization document issued by the Department of Homeland Security
		8. Native American tribal document		
		9. Driver's license issued by a Canadian government authority		
6. 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		For persons under age 18 who are unable to present a document listed above:		
		10. School record or report card		
		11. Clinic, doctor, or hospital record		
		12. Day-care or nursery school record		

- All new student employees need to set up an appointment with Student Employment to complete I-9 prior to starting work.
- Make an appointment here: <https://calendly.com/bklebolt/student-employment-i9>

Starting Work

- Start work on the first day of the semester once all employment paperwork and supporting documents have been submitted and an email from Student Employment is received confirming start date.
- Use ADP Workforce Now to:
 - Track hours worked each day
 - Fill out MO W4 and Federal W4 forms
 - Enter direct deposit information



What do I get paid??

- Work Study is not deducted from the total cost to attend the institution.
 - Award money is earned through hours worked
 - Current pay rate is \$11.15/hour

Exceptions:

- Community Service Positions
- Specialized Positions (ex: Peer Tutors and Student Managers)



How do I get paid??



“Clock in and clock out” in ADP Workforce Now



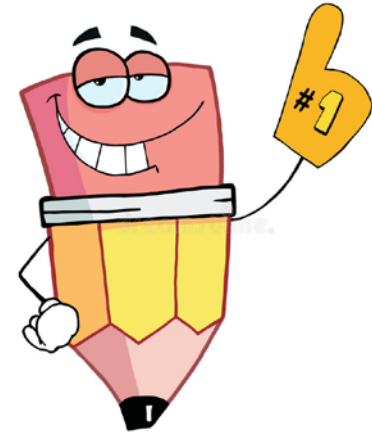
Supervisors approve timesheets biweekly



Student employees are paid biweekly on the 15th of the month and the last working day of the month.

- Student are paid on a two-week lag (ex: hours worked September 16-30 would be paid on October 15th)
- You can sign up for direct deposit through ADP

The Basics of Work Study

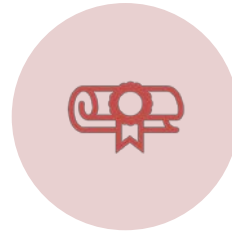


- Students are awarded \$3,500
 - Most positions are 10 hours/week
- *CANNOT* work during scheduled classes
 - School comes first!!
 - Communicate with supervisor about school schedule at beginning of semester
- Student employees are not expected to work when classes are not in session at Maryville (e.g., Holiday Break, Spring Break)
- Stop working when full work study award is earned *or* at the end of spring Final Exams Week on **May 1, 2022**

The Basics of Work Study Cont.



A new FAFSA must be filled out each school year



Students can file 2022-2023 FAFSA starting October 1, 2021



New Student Employment Authorization Forms must be submitted each year



Summer Employment is separate from Fall/Spring and requires new authorization

Expectations of Student Employees

High quality of
work

Keep scheduled
hours

Confidentiality

Follow office
guidelines

Punch in and out
of ADP to
accurately reflect
hours worked

Expectations of Student Employees Continued

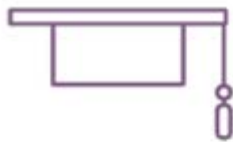


All student employees are encouraged to utilize their work study experience to help build their Digital Career Portfolio.



Student employees will be required to provide evidence to Student Employment regarding progress on their Digital Career Portfolio.

Digital Career Portfolio Badges



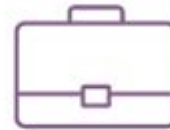
Career &
Self-Development



Leadership



Communication



Professionalism



Critical Thinking



Teamwork



Equity & Inclusion



Technology

Evaluation & Recognition

Performance Evaluations

- Conducted in November by supervisor
- Reflect job skills, initiative, attitude, productivity, effectiveness of working relationships, & communication skills

Recognition

- Outstanding Student Employee Award
- Student Employee Appreciation Week (2nd full week of April each year)



Making the Most of Student Employment

- Build transferable, career-related skills
- Show initiative!
- Ask “What am I gaining from this position?” and “How can I maximize my talents/strengths/interests in this role?”
- Find opportunities for professional development
- Utilize goal-setting and performance evaluations as growth tools
- Utilize your resources!!
 - Life Coach
 - Coordinator of Student Employment

Frequently Asked Questions

- Are you able to have multiple work study jobs?

Students are limited to one position on campus to allow for as many students as possible to participate in the work study program. Exceptions can be made for students in specialized positions but must be approved by the Student Employment Department.

- Can you work above 10 hours per week?

Students can work up to 20 hours/week when classes are in session. However, the work study award is enough for a student to work 10 hours/week during the fall and spring. Consistently working over 10 hours/week may result in earning your award early. Once you earn your total allocated award, you have to stop working.

- Do you have to keep the same work study position all year?

Work Study job transfers, in general, are discouraged. Only one transfer is allowed under normal circumstances. The Work Study Coordinator is available to meet with the student employee to discuss the individual situation and make a decision about the transfer.

Frequently Asked Questions

➤ How many jobs are on campus?

There are over 400 jobs on campus. These positions are spread across 38 departments.

➤ What kind of jobs are there?

A wide range of work study jobs exist at the University. Students provide valuable work in areas ranging from academic offices to Athletics and computer labs.

➤ Can I get college credit with work study?

College credit is not awarded for work study positions. However, Maryville does offer paid apprenticeships with college credit. Please reach out to Career@Maryville.edu for more information on Maryville's Apprenticeship Program.

Additional Questions?

**Coordinator of Student
Employment:**

Bridget Klebolt

314-529-9360 ext. 6702

Studentemployment@Maryville.edu

Human Resources

Gander 137

HR@Maryville.edu



**Office of Career Success
and Professional
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