

An Introduction to Federal Work Study

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



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 2020-2021
 - Access your financial aid at my.Maryville.edu

Application Process, Interviews, & Getting Hired

- Visit <https://maryville.joinhandshake.com/>
 - Your information is already loaded and ready to go!
- Upload a resume
 - Reach out to your Life Coach for resume review, cover letter help, and/or mock interviews
- 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.
- All new student employees must complete the I-9 form BEFORE starting work

Acceptable I-9 Documentation

LISTS OF ACCEPTABLE DOCUMENTS All documents must be UNEXPIRED		
LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity
<ol style="list-style-type: none"> 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 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) For a nonimmigrant alien authorized to work for a specific employer because of his or her status: <ol style="list-style-type: none"> Foreign passport; and Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> The same name as the passport; and 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. 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 		<ol style="list-style-type: none"> 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 <p>For persons under age 18 who are unable to present a document listed above:</p> <ol style="list-style-type: none"> School record or report card Clinic, doctor, or hospital record Day-care or nursery school record
	AND	LIST C Documents that Establish Employment Authorization
		<ol style="list-style-type: none"> A Social Security Account Number card, unless the card includes one of the following restrictions: <ol style="list-style-type: none"> NOT VALID FOR EMPLOYMENT VALID FOR WORK ONLY WITH INS AUTHORIZATION VALID FOR WORK ONLY WITH DHS AUTHORIZATION 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 birth certificate issued by a 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

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274).

Refer to Section 2 of the instructions, titled "Employer or Authorized Representative Review and Verification," for more information about acceptable receipts.

Form I-9 03/08/13 N Page 9 of 9

Starting Work

- You may start working on the first day of the semester once **all** employment paperwork and supporting documents have been submitted **and** you have received an email from Human Resources asking you to register with ADP. You will 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 \$10.30/hour

Exceptions:

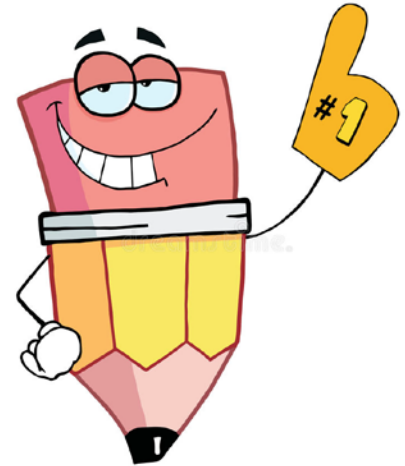
- Community Service Positions
- On-campus jobs that require specific skills or have added responsibilities (ex: Peer Tutors and Student Managers)

How do I get paid??

- Student employees need to “clock in and clock out” in ADP Workforce Now
- Supervisors approve timesheets biweekly and 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 \$3000
 - Most positions are 10 hours/week
 - Stop working when you earn your award
- 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., Thanksgiving, Holiday Break, Spring Break)
- Stop working when full work study award is earned, or the end of spring Final Exams Week on May 2, 2021



The Basics of Work Study Cont.

- A new FAFSA needs to be filled out for each school year
- Students can file 2021-2022 FAFSA starting October 1, 2020
- New Student Employment Authorization Forms need to 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

MARYVILLE UNIVERSITY STUDENT EMPLOYEES

- All student employees are encouraged to attend **one** career related activity and complete a reflection about the activity by the end of the semester.
- Activities range from Career Fairs, Career Services Workshop, one-on-one session with Life Coach or Career Success & Professional Development
- Students will be paid for time spent at activity and on reflection.

<https://maryvilleenterprise.tfaforms.net/4651858>

CAREER READINESS SKILLS

- 1 CRITICAL THINKING/PROBLEM SOLVING
- 2 ORAL/WRITTEN COMMUNICATIONS
- 3 TEAMWORK/COLLABORATION
- 4 DIGITAL TECHNOLOGY
- 5 LEADERSHIP
- 6 PROFESSIONALISM/WORK ETHIC
- 7 CAREER MANAGEMENT
- 8 GLOBAL/INTERCULTURAL FLUENCY

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

Questions?

**Coordinator of Student
Employment:**

Bridget Klebolt

314-529-9360 ext. 6702

Studentemployment@Maryville.edu

**Office of Career Success
and Professional
Development**

University Library, 1st Floor

314-529-9375

career@Maryville.edu



Human Resources

Gander 137

HR@Maryville.edu

