

WORK STUDY

Guidelines to finding a job on campus



There are two different types of work study: Federal Work Study (FWS) and Departmental-Funded Work Study. If you qualify for FWS, this will be indicated on your financial aid package. Departmental-Funded Work Study is available to all students.

Step 1: Visit the job database (jobs.shu.edu) to view and apply for positions. Click on "Student Positions", where all available federal work study and departmental positions will be posted.

Step 2: Interview, interview, interview.

Step 3: Once you have been offered and have accepted a position, you will be required to complete and submit the Employment Eligibility Verification form (I-9 form) with the required original identifications and the W-4 form to the Financial Aid Office in Bayley Hall. These documents can be found on our website. The I-9 form requires that you submit **original** documents as outlined on the following page. We strongly recommend that residential students have these documents with them when they move in.

I-9 forms cannot be accepted prior to having been offered and accepting a position. Students are prohibited from working prior to receiving the authorization of eligibility to begin work.

I-9 EMPLOYMENT ELIGIBILITY VERIFICATION FORMS

*Documents must be **original**, current, and unexpired.*

*You must bring one document from List A **OR** bring one item from List B and one item from List C*

<p>LIST A Documents that Establish Both Identity and Employment Authorization</p>	<p>OR</p>	<p>LIST B Documents that Establish Identity</p>	<p>AND</p>	<p>LIST C Documents that Establish Employment Authorization</p>
<p>1. U.S. Passport or U.S. Passport Card</p>		<p>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</p>		<p>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</p>
<p>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</p>		<p>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</p>		<p>2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)</p>
<p>3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</p>		<p>3. School ID card with a photograph</p>		<p>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</p>
<p>4. Employment Authorization Document that contains a photograph (Form I-766)</p>		<p>4. Voter's registration card</p>		<p>4. Native American tribal document</p>
<p>5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status:</p> <p>a. Foreign passport; and</p> <p>b. Form I-94 or Form I-94A that has the following:</p> <p>(1) The same name as the passport; and</p> <p>(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.</p>		<p>5. U.S. Military card or draft record</p>		<p>5. U.S. Citizen ID Card (Form I-197)</p>
		<p>6. Military dependent's ID card</p>		<p>6. Identification Card for Use of Resident Citizen in the United States (Form I-179)</p>
		<p>7. U.S. Coast Guard Merchant Mariner Card</p>		<p>7. Employment authorization document issued by the Department of Homeland Security</p>
		<p>8. Native American tribal document</p>		<p>For persons under age 18 who are unable to present a document listed above:</p>
		<p>9. Driver's license issued by a Canadian government authority</p>		<p>10. School record or report card</p>
		<p>10. School record or report card</p>		<p>11. Clinic, doctor, or hospital record</p>
		<p>11. Clinic, doctor, or hospital record</p>		<p>12. Day-care or nursery school record</p>
		<p>12. Day-care or nursery school record</p>		

WORK STUDY FAQs



What is Federal Work Study (FWS)?

Students must have filed a FAFSA and have Financial Aid eligibility. Based on the information provided from the FAFSA, students may be eligible for FWS pending their remaining need after other financial aid is awarded. If students are eligible the FWS award will be on their financial aid package. Because financial aid can change throughout the year, FWS eligibility can also change.

What is University Funded (UF)?

All students are eligible for employment under UF. Students do not have to demonstrate financial need. Students who are no longer eligible for FWS may be switched to UF. In the event a department no longer has FWS funds available, students would be switched to UF. Departmental funds are maintained and allocated by the hiring department.

Who can work?

Graduate and Undergraduate students are eligible to work as long as they are registered at least half-time in a matriculated program. Here at Seton Hall half-time for Undergraduate students is 6 credits and half-time for Graduate students is 5 credits.

Can I submit a copy of my passport for the I-9?

No, we cannot accept a copy. Original documents are required.



Can I have more than one position on campus?

No. Students are only permitted 1 position on campus regardless of the number of hours they are working.

How many hours can I work?

Students may work up to 20 hours per week during the academic year. During the summer, Christmas break and spring break students may work up to 29 hours per week.



How do I get paid?

You will receive payment in the form of a pay check. Every 2 weeks, it is mailed or automatically deposited.

Do I have to complete an I-9 form every year?

No, you only need to complete the I-9 form once. But if you have FWS, you must file the FAFSA every year to determine continued eligibility.

Do I have to complete a W-4 form every year?

No. However, if you wish to change any information, you must complete a new form in the Payroll Office, located in Bayley Hall. This office maintains all W-4 forms.

Can I apply to more than one job?

Yes. You should apply to any positions that interest you. However, you can only accept one offer and work one job at the university.

Can I change positions during the year?

Yes, but only when you have given notice to the first department that you are leaving. You must also notify Student Employment of your resignation. Students will have to remain with the department until the end of a pay period and may not begin working until a hiring proposal is received from the department and it has been authorized by Student Employment.