



## Important Terms

<b>Positions</b>	Students may hold only 1 position on campus at a time
<b>Academics</b>	To be eligible for participation in the Federal Work Study program, students are required to maintain a 2.0 Cumulative GPA and be in good academic standing
<b>Funding</b>	There are 2 main sources of funding for Student Employment: Federal Work Study (based on financial need, determined from FAFSA), and University Funded (FAFSA not needed)
<b>Pay Rate</b>	Seton Hall University pays the higher of the Federal or New Jersey State Minimum Wage Rate. The NJ Minimum Wage Rate is \$15.13 effective 1/1/2024.
<b>Hours</b>	Students can work up to 20 hours per week (29 hours per week during break periods). Students cannot work during scheduled class times.
<b>Hiring Documents</b>	These are required before the student can begin working. This includes: the I-9 Form and Offer Acceptance. The W-4 and NJ W-4 Forms must be submitted to Payroll to receive compensation.
<b>I-9 Form</b>	Required for all SHU employees before they can begin working. Students must submit the I-9 Form in-person to the Financial Aid Office with the original form of their supporting documents (from the List of Acceptable Documents in the I-9 Form instructions)  International Students must also submit I-94 and I-20 Forms with the I-9 Form
<b>Offer Acceptance</b>	Students must view and accept their job offer in the Hiring Portal before they can begin working

## Workplace Conduct

All student employees are expected to treat their Student Employment position as a real-world work opportunity and should observe professionalism. The following guidelines for success can help in most workplaces.

- **Dress in an appropriate manner.** This is established with your supervisor when beginning the job. At a minimum, it is expected that students will wear appropriate attire that constitutes a safe and productive workplace.
- **Keep personal life personal.** Separate your work life from your personal life. Do not invite friend to stop by your workplace for a chat, and refrain from using work time for your personal activities.
- **Maintain confidentiality.** Some positions on campus involve regular access to confidential information, whether of another student or SHU community member. It is expected that this information will not be discussed outside of the workplace and only with the necessary parties. You may be asked to sign a Confidentiality Agreement depending on the department's policy. It is very important that you abide by the confidentiality rules set in place by your supervisor and the University as a breach will result in immediate dismissal.
- **Regular attendance is important.** Treat this as you would a class and remember that attendance is important. Your supervisor may have a specific task that they need you to complete within a set timeline, or your assistance may be needed for an upcoming event. It is important that you establish a schedule that works with your many responsibilities, and communicate with your supervisor for any adjustments.