

## INTRODUCTION

This brochure is designed to serve as a guide and to answer common questions you may have. It is not, however, all-inclusive. For any additional questions please call our office at (804) 862-6260 for further assistance.

## STUDENT EMPLOYMENT

? Who is eligible for student employment?

- A. Students who are enrolled in school on at least a part-time basis.

? How many hours can I work?

- A. You are allowed to work 10-20 hours per week unless otherwise approved.

? Can I have more than one job on campus?

- A. No, you are only allowed to have one job at a time.

? How do I qualify for Work-Study?

- A. Complete a Free Application for Federal Financial Assistance [www.fafsa.ed.gov](http://www.fafsa.ed.gov) by the March 1<sup>st</sup> priority filing deadline. (You must then apply for a job on-line)

? Is Work-Study a part of the financial aid package award?

- A. Yes, Work-Study is a part of the Financial Aid package awarded by the Financial Aid Office. You must actually 'work' to earn the money allotted to you.

## WHAT IS WORK-STUDY

There are two types of work-study; Federal Work-Study and Institutional Work-Study.

The Federal Work-Study Program (FWS) is a federally supported, need-based program that provides opportunity for on/off-campus employment. The purpose is to provide part-time employment to eligible students that desire employment to meet the costs of their education.

The Institutional Work-Study Program (IWS) is an institutionally funded program that provides opportunity for on-campus employment to eligible students. IWS is not based on financial need

## JOB OPPORTUNITIES

Numerous positions are available campus-wide. Listed below are some of the various department employers.

Student Success-Coordinator	Information Technology Assistant
Student Success-Support Staff	Enrollment Services-Tour Guide/Office Assistant
Student Success-Tutors	Human Resources
Library- Assistant	Dining Services
Financial Aid	Facilities
Athletic Department	Communication/Marketing

## WHAT IS THE RATE OF PAY

At present, all students employed through the FWS and IWS Programs will be paid an hourly rate of \$7.25.

## HOW DO I FIND A JOB AT RBC?

- ☒ Go to [www.rbc.edu](http://www.rbc.edu)
- ☒ Scroll to the bottom of the home page and select 'Student Employment'
- ☒ Select 'Click here' to submit your application'
- ☒ Complete the on-line Application.

You may select two jobs that may be of interest. After review of the application, you may be selected for an interview or for consideration of the job. Please be sure to submit updated contact information.

## WHEN CAN A WORK-STUDY STUDENT BEGIN WORK?

If you are awarded work you will be required to complete a Work-Study Request Form/Contract. You will not be allowed to begin work until after you obtain this form from your Supervisor and/or Financial Aid Office. In addition, you will be required to complete the following forms before you begin work!

- ☒ **Work-Study Request Form/Contract**  
(This form must be signed by all parties: Financial Aid Office, Student, Supervisor, Human Resources)

### ☒ **I-9 Form**

(with original SS Card or birth certificate or passport along with a Picture ID)

- ☒ **Personal Data Form**
- ☒ **Federal Tax Form (W-4)**
- ☒ **Virginia Tax Form (VA-4)**
- ☒ **Direct Deposit Form**

**Note: There may be additional forms that you may have to complete; however these forms will be provided to you by your Supervisor or Office of Student Financial Aid**

## HOW AND WHEN ARE STUDENTS PAID?

On-campus work-study students are paid **bi-weekly**.

Time sheets must be completed and turned into the Human Resource Office by the Supervisor according to a pay schedule, unless otherwise stated. The person who signs the time sheet is responsible for the accuracy of the information and is certifying that the student actually worked the reported hours. Timesheets must accurately represent the specific days and hours the student worked. Improperly completed timesheets will be returned to the employer for proper completion.

Direct Deposit is advised. Please contact the Human Resources department for more information and guidance.

◆ Complete the FAFSA by March 1<sup>st</sup> of each year and select that you are interested in receiving work-study.

([www.fafsa.ed.gov](http://www.fafsa.ed.gov))

◆ Go to [www.rbc.edu](http://www.rbc.edu) and complete the student employment application.

◆ If you are selected for further consideration for employment, you will be scheduled for an interview with the position supervisor.

◆ Complete the Work-Study Request Form/Contract with the position supervisor and complete all employment eligibility forms (I-9, VA 4, W-4 etc.)

◆ Schedule an appointment with Human Resources to submit the documents listed above. You must have original copies of your birth certificate or SS Card, or Passport, along with picture ID.

◆ Begin Work

◆ Your position supervisor will submit time-sheets to the Human Resource office at the end of the month. You will be paid the following month.

## Richard Bland College Of William & Mary Office of Financial Aid

## Work Study Program



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