STUDENT EMPLOYMENT OPPORTUNITIES AT WOFFORD

The Office of Financial Aid offers two student work programs, Federal Work-study (FWS) and Work Scholarship (WS). The primary difference in these programs is the source of funding. FWS wages are paid from the federal funding and WS wages are paid from institutional Departmental funds.

The Office of Financial Aid will not place students in position. Students whether they are FWS or WS students will be responsible for finding their own positions through TerrierLink or contact The Space. Department offices needing student workers will need to post job opportunities on TerrierLink.

It is the responsibility of the Office of Financial Aid to collect all documents (Student Payroll Hire Form, I-9 and identification documents, W-4, and direct deposit form) related to the student’s employment. The Office of Financial Aid will be responsible for submitting all documents to Lynne Casalino in the Business Office to be entered into the college’s payroll system to set-up the student’s monthly electronic timesheet.

THE EMPLOYMENT PROCESS FOR STUDENTS

STEP 1

- After the student and supervisor have agreed upon a work schedule, the supervisor and student must complete the required documents before the student begins to work.
  - A completed Student Payroll Hire Form signed by the supervisor and the student is required. This form identifies the employer, the job position, and pay rate. A Student Payroll Hire Form must be completed for every new academic school year.
  - If a student has a second job or changes jobs, a separate Student Payroll Hire Form must be completed for each new position.

The Office of Financial Aid must also have the following forms completed and documents submitted, and students must be cleared by the Financial Aid Office through E-verify before being allowed to work. This is a mandate by S.C. Labor Law.

http://www.llr.state.sc.us/immigration/

1. Complete and sign Section 1 of the I-9 federal form. This form is available on the Student Employment website or obtained from the Office of Financial Aid.

For documentation on the I-9 form, students may submit items from list A (US passport), or a combination of documents: one from list B (photo ID) and one from list C (copy of SSN card.)

   a. An example of a photo-ID from list B is an eligible driver’s license. The South Carolina Department of Motor Vehicles has determined that drivers’ licenses or identification cards issued by the following states are acceptable: AK, AZ, CT, DE, FL, GA, ID, IN, KS, KY, ME (credentials issued after 11/15/08), MD, MA, MI, MO, MT, NH, NJ, NC, PA, RI, TN, TX, VA, WV and WI. You may also campus ID & etc.).

2. A federal W-4 form. This form is available on the Student Employment website or obtained from the Office of Financial Aid.

3. A direct deposit form which may be obtained from the Student Employment website or obtained from the Office of Financial Aid. It must be completed and submitted to the Business Office along with a voided check. Wofford College Payroll Department requires all student employees to sign up for Direct Deposit.
4. If a student has previously worked on-campus, only the STUDENT PAYROLL HIRE FORM is required. All above forms are due in the Office of Financial Aid within three (3) days of completing the hire form. The S.C. Immigration Labor Law stipulates that students are ineligible to work until verified through E-Verify and cleared by the Financial Aid Office.

- **Due to changes in the Federal I-9 form and the Department of Homeland Security, students will no longer be allowed to begin their job until all paperwork has been completed, and cleared by the Financial Aid Office.** Timesheets will not be issued until Students have been cleared by E-Verify. Should students begin working prior to clearance, it will be considered as volunteer hours. Supervisors will be notified of student’s eligibility to begin work upon receipt of their copy of the Student Payroll Hire Form and the student timesheet.

- The pay date for students is the 10th of each month unless the 10th falls on a weekend or holiday and then the pay date will be the last working day before the 10th.

- The Direct Deposit receipt will be emailed to you by the Wofford College Payroll Office.

- FWS students who DO NOT WANT TO WORK OR ARE NOT employed by October 1st will result in an automatic cancellation of your FWS award. If students wish to be re-instated after cancellation, a request for re-instatement should be directed to the Financial Aid Office.

- Students are not allowed to work during class time. Supervisors should not schedule students for work during a student’s regularly scheduled class times.

- In the event an individual student’s class schedule will not accommodate the work hours needed by the assigned supervisor; the student should access TerrierLink for other job opportunities.

- In the event a student with FWS exhausts their allocation of funds, the Financial Aid office will increase that award providing there is unmet need remaining on the student’s financial aid. **If there is no remaining unmet need, the student’s pay will then come from the supervisor’s departmental budget.** The supervisor and student will be notified by the Financial Aid Office.

THE MONTHLY PAYROLL PROCESS FOR STUDENTS

**STEP 1**

- Students must sign on to their MyWofford Portal, Student Tab and click on the “Student Time Sheet” section to activate their timesheet each month.

- The payroll period for students is the first calendar day of the month through the last calendar day of the month. For example, the September pay period is September 1 through September 30.

- Students should accurately enter ONLY the total hours worked for each day.

- The student should submit their timesheet electronically to their supervisors at the end of each month for the supervisor to review and approve. **Misrepresenting time or forging a supervisor’s signature will result in automatic termination and a referral to the Wofford College Judicial Court.**

- It is the student and the supervisor’s responsibility for the timely submission of the timesheet to the Office of Financial Aid no later than the first day (1ST) of each month.

- It is also the student’s responsibility to follow-up with their supervisor to ensure timely submission of the timesheet.

**STEP 2**
• The work study coordinator will audit all timesheets and ensure that all are submitted to the Business Office by the deadline.

STEP 3

• Classification And Compensation Administration
  o The hiring department will determine the job description and rate of pay for each student worker. The rate of pay must be at least minimum wage, which is currently $7.25.
PAYROLL PROCESSING FOR SUPERVISORS AND STUDENT WORKERS

The student employment coordinator will collect all employment documents and submit to the Business Office to be set-up in the college payroll system for the student’s electronic timesheet. All electronic timesheets will be approved and audited by the supervisor. The student employment coordinator will make sure all electronic timesheets have been submitted on time. Once all electronic timesheets are approved by the supervisor, then the student employment coordinator submits the Excel spreadsheet of all the hours to Lynne Casalino in the Business Office to be process.

**Missing Direct Deposit Notifications** - When an expected payroll direct deposit notification appears to be missing for a student employee, the student should contact the Business Office. There are several reasons why funds may not have been issued or distributed (i.e. late submission of Student Payroll Hire Forms or late submission of timesheets).

**Unearned Direct Deposit Notifications** - If an employee is not entitled to a Direct Deposit notice, the student must return it immediately to the Office of Financial Aid or the Business Office. The Business Office must cancel the check or direct deposit and credit the budget source and the employee's earnings records.

**GENERAL STUDENT EMPLOYMENT INFORMATION**

Students are expected to report for work on time, dress appropriately, perform assigned duties accurately, efficiently, and behave courteously at all times. Supervisors may suggest appropriate dress, especially if the job puts the student worker in contact with parents, prospective students, or members of the local community.

Students are expected to notify supervisors in advance if they are unable to report to work for any reasons. If a student does not perform to the supervisor’s expectations, the supervisor does have the authority to counsel or terminate the employment of that student.

If a student makes the decision to stop working for any reasons, the student must notify the supervisor and the Financial Aid Office student employment coordinator no later than the last day the student reports to work. Notifying the supervisor at least one week before ending the job is appropriate.
International Student Employment
Revision 9/20/2010

*International students must have an F1 or J1 Visa to work on campus and have SSN card prior to or within three days of hire. This is due to SC Immigration Law and having to run new employees without valid Driver’s License through E-Verify.*

Employment is permitted through Work Scholarship Program based on visa classification or based on receiving special permission from USCIS. Foreign Nationals on non-immigrant visas are strictly limited in their ability to work. The following is an overview of regulations for F-1 visas common to international students in the Wofford community.

F-1 Students can work on campus a maximum of 20 hours per week while school is in session.

What do I have to do to work in the United States?

If you want to get a job on campus, you should contact Julie Stott in the Office of Financial Aid or you may begin the process through Career Services. These officials can tell you if you are eligible to work on campus and give you information about available jobs. Also, your school may approve certain limited off-campus employment, as permitted under Department of Homeland Security (DHS) regulations. **If your school has authorized you to work either on or off campus, and you meet Social Security’s eligibility requirements described in the next section, you can apply for a Social Security number.**

How do I apply for a Social Security Card?

In general, only non-citizens who have permission to work from DHS can apply for a Social Security number. We suggest you wait until you are in the United States for at least 10 days before you apply for a Social Security number. Also, you should report to your school prior to applying for a number. Taking these actions will ensure we can verify your immigration status with the Department of Homeland Security (DHS).

To apply for a Social Security number:

- Complete an Application For A Social Security Card (Form SS-5); and
- Show us original documents proving your:
  - Immigration status;
  - Work eligibility;
  - Age; and
  - Identity
- Take your completed application and original documents to your local Social Security office.

Immigration Status

To prove your immigration status, you must show us the current U.S. immigration document, I-94, Arrival/Departure Record, issued to you when you arrived in the United States. If you are an F-1 or M-1 student, you also must show us your I-20, Certificate of Eligibility for Nonimmigrant Student Status. If you are a J-1 exchange visitor, you must show us your DS-2019, Certificate of Eligibility for Exchange Visitor Status.
Work eligibility

If you are an F-1 student and eligible to work on campus, you must provide a letter from your designated school official that:

- Identifies you;
- Confirms your current school status; and
- Identifies your employer and the type of work you are, or will be, doing.

We also need to see evidence of that employment, such as a recent pay slip or a letter from your employer. Your supervisor must sign and date the employment letter. This letter must describe:

- Your job;
- Your employment start date;
- The number of hours you are, or will be, working; and
- Your supervisor’s name and telephone number.

If you are an F-1 student authorized to work in curricular practical training (CPT), you must provide us your Form I-20 with the employment page (page 3) completed and signed by your school’s designated official.

If you are an F-1 or M-1 student and have an Employment Authorization Document (EAD Form I-766 or I-688B) from DHS, you must present it.

If you are a J-1 student, you must provide a letter from your sponsor. The letter should be on sponsor letterhead with an original signature that authorizes your employment.

We cannot process your application if:

- Your on-campus or CPT work begins more than 30 days from your application date; or
- The employment start date on your EAD Form I-766 or I-688B is a future date.

Age

You must present your birth certificate if you have it or can easily obtain it. If not, we can consider other documents, such as your passport or a document issued by DHS, to prove your age.

Identity

We can accept only certain documents as proof of identity. An acceptable document must be current (not expired) and show your name, identifying information and preferably a recent photograph. The Social Security Administration will ask to see your current U.S. immigration documents. Acceptable immigration documents include your:

- Form I-551 (includes machine-readable immigrant visa with your unexpired foreign passport);
- I-94 with your unexpired foreign passport; or
- Work permit card from DHS (I-766 or I-688B).
All documents must be either originals or copies certified by the issuing agency. We cannot accept photocopies or notarized copies of documents. We also cannot accept a receipt showing you applied for the document. We may use one document for two purposes. For example, we may use your DHS work permit as proof of both work eligibility and identity. **However, you must provide at least two separate documents.**

**Do I need a Social Security number before I start working?**

*The Social Security Administration (SSA) does not require you to have a Social Security number before you start work. However, the Internal Revenue Service requires employers to report wages using a Social Security number. SC Immigration Law requires the Institution to validate all new employees through E-verify.*

While you wait for your Social Security number, your employer can use a letter from the Social Security Administration stating that you applied for a number. Your employer may use your immigration documents as proof of your authorization to work in the United States. Employers can find more information on the Internet at [www.socialsecurity.gov/employer/hiring.htm](http://www.socialsecurity.gov/employer/hiring.htm). Julie Stott in the Financial Aid Office will refer students to the Business Office to complete IRS tax information once they have been cleared for employment.

**Contacting the Social Security Administration**

The SSA website is a valuable resource for information about all of the SSA’s programs. There are a number of things you can do online.

In addition to using the website, you can call the Social Security Administration toll-free at **1-800-772-1213**. All calls are treated confidentially. They can answer specific questions from 7 a.m. to 7 p.m., Monday through Friday. In addition, the SSA can provide information by automated phone service 24 hours a day. (You can use the automated response system to provide a new address or request a replacement Medicare card.) If you are deaf or hard of hearing, you may call the TTY number, **1-800-325-0778**. Also, to make sure you receive accurate and courteous service, a second SSA representative may monitor some telephone calls.
ADDITIONAL INFORMATION: SUMMER WORK PROCEDURES

- Student must enroll in at least 3 hours of Summer School to be eligible for Federal Work-Study.
- Enrolled students must turn in their paperwork to the Office of Financial Aid.
- Non-enrolled students must turn in their paperwork to the Business Office.

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- The Office of Financial Aid is located on the 2nd floor of the Hugh S. Black Building.
  Office hours are 8:30 a.m. – 5:00 p.m., Monday through Friday.
  Telephone: 864-597-4160 • Fax: 864-597-4149 • Email: finaid@wofford.edu

The Business Office is located on the first floor of Snyder House.
Office hours are 8:30 a.m. – 5:00 p.m., Monday through Friday.
Telephone: 864-597-4220 • Fax: 864-597-4239