

## STUDENT EMPLOYMENT FREQUENTLY ASKED QUESTIONS

### What is Federal Work Study?

Federal Work Study (FWS) is a unique component available in the Federal Student Aid program that affords students the opportunity to earn funds by working a part-time job throughout the academic year to support some of their educational expenses.

### How do I know if I am eligible for FWS?

If you are eligible for FWS it would appear on your most recent award letter or in the Financial Aid section of CyberFriar. If you think you might be eligible for FWS and it does not appear on your award letter or your CyberFriar account, please check with the Office of Financial Aid.

### How do I get a job on campus?

Students who have been awarded FWS as part of their financial aid award package are responsible for securing their own employment. **Simply being awarded FWS does not guarantee a job opportunity.** Jobs are posted in a secure online database which can be located by visiting <https://providence.joinhandshake.com/login>. To maximize your chances at securing employment we recommend that you apply to at least 10 jobs.

### I was not awarded FWS. Can I still get a job?

Students who wish to work during the academic year, but are not eligible for FWS, can still apply through the online database. These students would be considered as Regular Student Payroll (RSP) instead of FWS. **Please be aware that priority is given to FWS students and their applications will be reviewed before RSP applications.**

### Can I use the earnings from my job to pay my tuition bill?

It is important to remember that student employment earnings are **not** directly credited to your account. Students are paid on a bi-weekly basis for the hours worked and can manage their funds the way they see fit.

### Can I have two jobs on campus?

No. Students are limited to 1 position to maximize employment opportunities for all students. Students wishing to add a 2<sup>nd</sup> position must obtain prior approval from the Office of Financial Aid. Students that hold a Resident Assistant positions cannot hold a second job on campus.

### How many hours can I work in a week?

Most students work varying hours depending on their class schedule and the needs of the department they are working for. On average, most students work about 12 hours per week. Please note that a student worker is not permitted to work more than 20 hours per week during the academic year whether they have one job or two.

### If I have a job, am I allowed to work over winter/spring break?

Yes! Students are allowed to work over winter/spring break with permission from their supervisor. The maximum hours allowed for breaks only are 35 hours. There is no additional paperwork needed if staying in

the same job. If you are changing jobs over break, then you would need to complete another Employment Certification Form and online application too.

### **What forms do I need to complete in order to work on campus?**

All forms can be obtained by going to the Required Paperwork section of the Student Employment website. Once all forms have been completed, please return them in person to the Office of Financial Aid, Harkins Hall 403.

- This is my first job on campus. What forms do I need to complete?
  - Employment Certification Form
  - Federal W-4 Form
  - Rhode Island W-4 Form (*even if you don't live in Rhode Island*)
  - I-9 Form (*all citizenship identification documents must be original; i.e. U.S. Passport, birth certificate*)
  - Online Application
  
- I am going to return to the same job (academic year or summer). What forms do I need to complete?
  - If you are returning to the same job you had in the prior academic year or summer, your supervisor should have already placed you on a rehire list and there is no additional paperwork necessary for you to complete.
  
- What forms do I complete if I am going to work a different job (academic year or summer)?
  - Employment Certification Form
  - Online Application

### **I have been hired by a department, when can I start working?**

Once you secure a position, you will need to complete the set of requirements listed above that are applicable to your job status. **You may not start working until all forms are completed and turned into the Financial Aid Office.**

### **I have submitted all my paperwork but have not received a paycheck, what do I do?**

If you are not getting paid, please contact the Office of Financial Aid to make sure that all of your requirements are completed and you have been authorized to start working. If you have completed all of your employment paperwork, then it may be necessary for you to speak with Student Payroll, located in Harkins Hall Room 411 (p) 401-865-2285.

### **I received a paper check, but would like direct deposit instead. How do I set that up?**

Using the Employee Self-Service through your CyberFriar Account, you can set up direct deposit, make changes to existing accounts or add new accounts.

