

Student Employment

Q. Who is eligible for student employment?

A. All full-time, classified students of W&M are eligible to work on campus.

Q. How many hours can I work?

A. You are allowed to work a maximum of 20 hours per week during the school year. During breaks, you are allowed to work up to 40 hours per week.

Q. Can I have more than one job on campus?

A. Yes, but the total number of hours allowed is the same whether you have one or two jobs.

Q. How will I be paid?

A. You are paid an hourly rate, which is usually the current federal minimum wage. Your rate may be higher, depending on the type of work and skills required.

Federal Work Study

Federal Work-Study (FWS) is awarded as part of your financial aid package. Priority is given to FWS recipients in filling posted positions on campus. Although your award indicates a dollar limit, the maximum that you earn is dependent upon the department's budget and the employer's need for hours, as well as your total FWS award. You must earn your FWS money; it will only come to you as wages earned. It is never applied directly to your bill.

Q. What is Federal Work-Study?

A. This is a federal program that provides jobs for students with financial need, allowing them to earn money to help pay expenses incurred while in school.

Q. Who is eligible for Federal Work-Study?

A. Students who demonstrate a financial need. FWS has to be awarded to you as part of your financial aid package.

Process for Getting on Student Payroll

Q. Which forms are required to be completed before I get my first paycheck?

- Student Employment Initiation Form (Step One form)
- Employment Eligibility Verification Form (I-9)
- Federal Tax Form (W-4)
- Virginia Tax Form (VA-4)
- Direct Deposit Form (You are required to sign up for direct deposit)

Q. How are these forms distributed?

A. The hiring department provides and collects all employment forms. The department also verifies documents for the I-9 form.

Q. What is an I-9 form?

A. This is a federal form that has to be completed by all new employees before beginning work. Proper identification must be presented to your employer before beginning employment.

Q. What are the most commonly used forms of identification?

A. A **social security card or birth certificate along with a driver's license** will be accepted. Please review page 5 the I-9 form for other acceptable forms of identification.

<http://www.wm.edu/offices/hr/documents/forms/i9eligible.pdf>

Q. Once I have completed all of the necessary forms, when can I expect my first paycheck?

A. It usually takes a month before you get your first paycheck. For example, if you start work August 16, you will get your first check on September 16. This check will be for the pay period August 16-31.

All forms must be completed by the student on or before the student's first day of employment!

Finding a Job at William and Mary

For the most up-to-date listing of available positions, go to:

<http://www.wm.edu/admission/financialaid/typesofaid/employworstudy/index.php>

Select "**On-Campus Student Jobs**". This will provide you with a current listing of available jobs. If you are unable to access the web, call Cathy Jacobs at (757) 221-7799 for assistance.

Print out the Work Study Certification letter and present when applying for student positions'

Job Opportunities

Numerous positions are available campus-wide. Listed below are some of our larger campus employers.

Swem Library	Recreational Sports Center
Athletic Department	Information Technology
Facilities Management	Phone-A-Thon
ID Office	Duplicating Services
Postal Services	Campus Police
Sadler Center	Campus Center

Some positions may be limited to Federal Work-Study recipients only. Student will receive a Certificate confirming a work study award. You are expected to show present with your student employment form.

The College of William and Mary is an equal opportunity employer

STUDENT EMPLOYMENT
at
The College
Of
William & Mary



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“A World of Possibilities”
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