

William & Mary

Title: Policy and Procedures for Undergraduate and Graduate Student Hourly Employees	
Effective Date: July 31, 2014	Revision Date: September 18, 2025
Responsible Office: Student Financial Aid	
Key Reference: The Federal Work Study Program and Federal Regulations	

STUDENT EMPLOYMENT AND FEDERAL WORK STUDY

PURPOSE- This policy ensures that all students hired as hourly employees at William & Mary and the Virginia Institute of Marine Science meet University requirements and receive the guidance and resources needed for a smooth transition and positive work experience.

POLICY STATEMENT- The University has established a system of student employment as defined in this policy. Student employees are individuals who are registered for classes and hold positions in student employment, including graduate academic teaching and research assistant roles. All qualified University students are accorded fair and equal opportunity to work.

OVERVIEW OF STUDENT EMPLOYMENT PROCEDURES FOR SUPERVISORS

The following provides an overview of the student employment process for departments at William & Mary and VIMS. The Financial Aid Office (FAO) offers the following types of student employment opportunities:

FEDERAL WORK-STUDY (FWS) PROGRAM – Employers include most campus departments and some off-campus agencies. Students awarded FWS through Financial Aid should notify the hiring department of their FWS awards when applying. FWS employment is not guaranteed. It depends on the student's job skills, schedule, and available positions. Funds not earned through FWS are not made up from another program.

REGULAR CAMPUS EMPLOYMENT – Additional employment funds are available in most campus departments to students whether they have been awarded FWS from Financial Aid or not. A list of job openings submitted by departments is maintained on the [Tribe Careers](#) website.

COMMUNITY EMPLOYMENT– There are many opportunities for students to work part-time in Colonial Williamsburg and related businesses. While most of these employers do their own hiring, jobs are sometimes listed with the [Tribe Careers](#) website.

EMPLOYMENT ELIGIBILITY: The following eligibility guidelines must be met:

1. Students must be accepted for admission to a degree-seeking program.
2. Students must be enrolled in 1 or more credits during the school year.
3. During the summer, students must be enrolled or plan to return in the fall semester if not enrolled.
4. Students who have graduated are not eligible to work past graduation, and may not be rehired for the summer as student employees but may be hired as Temporary Employees through HR.
5. A graduate student with a full-time (20 hours per week) assistantship is NOT eligible to work an additional job on campus. *There is no exception to this rule.*
 - a. Those working less than 20 hours per week MUST obtain approval by their dean. The Dean must approve the Student Employment EPAF. **Contact the Human Resources Office with questions regarding this rule.**
6. Non-Degree Seeking, High School, visiting students or incoming freshmen must be hired through HR.

HIRING PROCEDURES- To hire a student, you must first verify that the student is eligible for on-campus employment through Workday. Once eligibility is confirmed, you can complete the hiring process within Workday. If you have an available position, please post it on [Tribe Careers](#).

NEW FEDERAL WORK-STUDY STUDENTS will receive an information packet via email before the start of the fall semester, which includes employment procedures. Students are responsible for contacting the hiring departments directly. While supervisors may hire any students they choose, we strongly encourage prioritizing Work-Study students who rely on employment to help meet their financial need.

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HIRING AND EMPLOYING INTERNATIONAL STUDENTS

International students must be certified by the Office of International Studies, possess a Social Security Card, and present the proper ID required for the Eligibility Verification process (I-9) before they can begin work on campus.

1. If the student provides an F-1 or J-1 visa sponsored by W&M he/she may work on campus **20** hours per week during the semester and full-time during breaks.
2. Federal Work-Study is only available to students who meet Title IV citizenship/eligible-noncitizen requirements. Most international students on F-1/J-1 visas are **not** eligible; however, students who are eligible noncitizens (for example, certain permanent residents) may qualify — contact Financial Aid for verification
3. Once a student accepts the position, they must complete the I-9 and the payroll forms.
4. The student must possess a valid Social Security Card for employment.

Frequently Asked Questions:

- What if a student does not have a Social Security number? How does he/she get one?
- Who should I ask if I am not sure if someone is authorized to work on campus?
- Can I hire an international student to work for me privately (e.g. babysitting)?

Please contact Emily Bailey, Assistant Director for Immigration Services
International Students, Scholars, and Programs William &
Mary, Reves Center
P.O. Box 8795, Williamsburg, VA 23187-8795
Tel. 757 221 3437; Fax 757 221 3597

STUDENT WORK HOUR LIMITATIONS

1. To balance student employment with academic responsibilities, William & Mary establishes the following limits on student work hours:
2. *Academic Year*
 - a. Students may work a maximum of *29 hours per week* across all on-campus positions.
 - b. International students may work a maximum of *20 hours per week*, in accordance with federal visa regulations.
3. *Break Periods (Spring and Summer)*
 - a. Students may work up to *40 hours per week*.
4. *Federal Work-Study (FWS)*
 - a. Federal regulations do not impose a specific weekly cap on work hours; however, institutions are required to monitor earnings to ensure students do not exceed their awarded FWS amounts.
 - b. At William & Mary, FWS students may not exceed *29 hours per week* while classes are in session.
5. *Monitoring Hours*
 - a. All students, including international students, must be hired through Workday.
 - b. Supervisors are responsible for monitoring student hours and verifying whether students hold multiple on-campus positions. This is viewable via Workday.
 - c. Combined weekly hours across all positions must not exceed the applicable maximum.

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EMPLOYMENT PROCESS

Hiring Students is completed through Workday. Complete the Student Employment process in Workday before the student's start date.

THE I-9 FORM

Employees must complete Section 1 no later than their first day of employment. Employers (or authorized representatives) must complete Section 2 **within three business days** of the employee's first date of work for pay; if employment is for less than three business days, Section 2 must be completed by the first day. Do not accept photocopies; examine original documents (or allowable receipts per USCIS guidance).

Please note the I-9 is completed through Workday. The hiring manager or an authorized person in your Department or Office of Human Resources will use Workday to complete Section 2 of Form I-9 while examining evidence of identity and employment eligibility within three (3) business days of the date employment begins (the new employee must present original documents identified by the USCIS).

Supervisors must carefully review the list of acceptable documents before completing the Form I-9. All acceptable documents must be recorded in **Section 2** of the form. The [William & Mary I-9 Resources](#) page provides guidance on obtaining access for those new to the E-Verify process, as well as helpful guides and presentations for completing the I-9 process correctly. The hiring process may be delayed if the online I-9 form is not completed accurately.

RISK OF NON-COMPLIANCE

Failure to properly complete and comply with the online I-9 process as required by law may result in civil monetary or criminal penalties. The USCIS [I-9 Central](#) website provides additional resources such as the [Handbook for Employers](#) with full detailed explanations of the federal laws and I-9 compliance. If the university receives a fine or penalty because of I-9 non-compliance, the cost of such fine will be charged to the department and/or school responsible for not completing the I-9 timely or accurately.

TAX FORMS

Both the W-4 and the VA-4 must be completed online. When completing the W-4, only answer #5 or #7, for the VA-4, only #1 or #3. Answering both on either form is incorrect and will result in the forms being returned to the student. If a tax form is not processed when the student is set up in the payroll system, the student will automatically be taxed at the highest rate.

W-4 STATUS CHANGE

IRS regulations require employers to remind employees to file a new Form W-4 if their filing status, exemption allowances or exempt status has changed since their last filing of Form W-4. This notice must be provided by the end of December of each year and must be updated through Workday. A new W-4 is not required if the employee status does not change.

The Payroll Office does not accept paper forms of W-4s and VA 4. All updates must be done on the Workday system. Full-time students are automatically exempt from FICA taxes. In the summer, working students will be taxed for FICA. Students must be enrolled part-time to be FICA exempt. The Payroll Office will verify enrollment.

Students are required to sign up for direct deposit via Workday.

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NAME, ADDRESS AND SOCIAL SECURITY NUMBER CHANGES

Students need to make changes to address utilizing [myW&M](#) Banner Self Service. If they cannot complete the address change online, they will need to contact the Registrar's Office (registrar@wm.edu). Social Security Numbers must be changed in person at the Registrar's office by providing an original social security card.

RATE OF PAY

The usual starting rate of pay for all newly hired student employees is minimum wage. Minimum wage is currently \$12.41 and subject to change in January 2026. We suggest that upon successful completion of each school year, the hiring department consider increasing the hourly pay depending on the performance of the student worker and the availability of funds. When adjusting the rate of pay, please complete a Compensation Change using the Workday system.

TIME SHEETS

Time sheets **MUST** be filled out using the Workday system. If you have any concerns about student's timesheets, you should [submit a Workday ticket](#).

WORK STANDARDS

Departments are responsible for setting clear standards for student employees. A written copy of these expectations should be provided at the start of employment so the student can reference them as needed. Supervisors should review these expectations with the student at the beginning of employment and use them as a basis for evaluating performance throughout the academic year.

Supervisors are encouraged to provide regular feedback on student performance, offering opportunities for improvement and growth. If a student does not meet expectations and will not be invited to return in the fall, this should be communicated directly to the student.

Because many incoming students, particularly first-year students, may be experiencing their first job, employment should also be treated as a learning experience. Supervisors should approach performance discussions with guidance and support to help students develop valuable workplace skills.

PERFORMANCE EVALUATION

Supervisors are asked to complete a Performance Evaluation Form on each student employee at the end of each academic year or upon termination, whichever comes first. Please discuss the evaluation with each student individually. When warranted, negative feedback is not pleasant to give or receive, but students may feel less threatened if the following guidelines are followed:

1. Maintain privacy – Never criticize or make negative comments to a student in the presence of others.
2. Be positive – Begin the discussion on a positive note. Almost all students have a positive attribute. Discuss this first and then discuss what areas need attention. If the student realizes that the supervisor is trying to help, then the student is more likely to accept and adhere to constructive criticism.
3. Be constructive and specific – Give examples of poor performance and how the performance can be improved.

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ENDING JOBS AND TERMINATING STUDENTS:

At this time, students are not formally terminated in Workday.

For students holding multiple jobs, departments should use the **End Job** feature in Workday for the appropriate position.

For students with only one job, compensation should be ended.

Students remain in their primary positions until they are terminated for inactivity by Human Resources and Student Employment. If a student is hired into a new position, the new job should be designated as the **primary job**, and the previous position should be ended.

If a student must be separated before the original end date, the job should be ended in Workday with the appropriate effective date and reason (such as study abroad, withdrawal or leave of absence, end of contract, resignation, or dismissal). Accurate termination details are essential, as this information is used to complete employment verification requests.

GRADUATION

Students who graduate (including December graduates) are no longer eligible for student employment. Departments must terminate the student in Workday and select *Graduation* as the reason for termination.

ON-THE-JOB INJURIES

All University employees, including student workers, are eligible to receive benefits under the Virginia Workers' Compensation Act for an injury/illness which is incurred in the course of official work-related duties. All claims approved as an occupational injury/illness are processed by a designated insurance company through the University's Workers' Compensation Office in Human Resources. Benefits generally include payment of medical expenses and time lost from work.

Should you have any questions regarding these benefits, please contact the Workers' Compensation Office in Human Resources at 221-3169.

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SUPERVISORS RIGHTS AND RESPONSIBILITIES

Supervisors play a key role in ensuring student employees have successful and professional work experience. In doing so, supervisors have both responsibilities to their student workers and rights to expect appropriate standards of conduct in return.

1. Provide each student employee with a detailed job description and sufficient training to perform effectively.
2. Establish and maintain a regular work schedule that balances office needs with the student's class schedule.
3. Make every effort to provide Federal Work-Study (FWS) students with enough work and hours to allow them to earn their full FWS award.
4. Notify the Financial Aid Office (FAO) promptly of any personnel changes involving a student employee.
5. Complete an evaluation of each student employee's work performance at the end of the academic year.
6. Monitor student hours regularly and ensure timesheets are submitted accurately and on time.
7. Expect satisfactory job performance from student employees.
8. Rely on students to be dependable, punctual, and consistent in attendance.
9. Receive prompt notification from students regarding absences due to illness, exams, or other valid reasons.
10. Be given at least two weeks' notice if a student intends to leave a position before the agreed-upon end date.
11. Require students to maintain office confidentiality and complete the Confidentiality Form as part of their employment.

Office of Student Financial Aid
P.O. Box 8795
Williamsburg, Virginia 23187-8795
Telephone (757) 221-2420
Fax (757) 221-2515
Email: studentemploy@wm.edu
www.wm.edu
[Workday Ticket](#)

Dr. Joseph Dobrota, Director
Kensa Gilliam, Student Employment Manager
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