During the 2017-18 academic year, 2,093 students were employed on campus in positions ranging from library clerks to graduate assistants. This information is provided to introduce you to the basic process of finding student employment at W&M.

**For All Students**

Full-time classified students are eligible to work on-campus. You do not need to be eligible for Federal Work-Study (FWS) to work on-campus.

Students may work a maximum of 29 hours per week during the academic year. During breaks, students may work up to 40 hours per week. A student may work more than one job, but the maximum combined hours remains the same.

Student employees are paid an hourly rate on a bi-weekly basis. The rate is usually the current federal minimum wage, but may be higher depending on the type of work and skills required for the position.

Each department manages its own job search. Positions are advertised on the sites listed to the left, on departmental websites, fliers on campus, etc. Keep your eyes open.

Bring required original identification documents to campus with you so you have them available if hired (passport, social security card, birth certificate, drivers license, etc.).

**For Federal Work-Study Students**

Student eligibility is based on the results of your FAFSA application and is subject to change.

Students are not placed into a position. Students conduct their own job searches to identify available positions that best fit their interests and skills.

Some departments limit their hiring to Federal Work-Study recipients only. New students will receive a certificate confirming FWS eligibility and should present this certificate to the hiring department as part of the application process (it may provide hiring priority depending on the position).

A student’s annual earnings limit is listed in the financial aid package. Some departments may permit students to work in excess of that limit.

Eligibility for FWS is determined on an annual basis and requires annual submission of the FAFSA.
Sample On-Campus Job Search Steps

- Attend Job Search Workshop sponsored by the Cohen Career Center
- Begin Job Search
- Submit Applications to Hiring Departments
- Complete Interviews with Hiring Department
- If selected for a position, provide necessary employment eligibility documentation
- First day of work!

On-Campus Job Search Workshop

The Cohen Career Center is hosting a series of workshops at the start of the fall semester to help you in your job search. RSVP at www.wm.edu/offices/career

Documenting Your Hire

Q. Which forms and items are required for hire and payroll?

A. Once hired:
   - Student Employment Form (provided by hiring department)
   - Complete E-Verify (I-9) Process
   - Ensure valid social security number is entered into Banner

Complete on first day of employment (in Banner):
   - Federal Tax Form (W-4)
   - Virginia Tax Form (VA-4)
   - Direct Deposit Form

Q. What is E-Verify (I-9)?

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

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

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

Q. What are the most commonly used forms of identification for the I-9?

A. Passport, social security card or birth certificate along with a driver’s license will be accepted. Review list of original work documents identified by the USCIS as acceptable. If you plan to work on campus, please bring originals with you.

The College of William & Mary is an equal opportunity employer