



Student Employment & Federal Work-Study



FWS Q&A

Q. What is Federal Work-Study (FWS)?

A. FWS is a federal program that provides employment opportunities for students with financial need. Students earn money to help pay expenses incurred while enrolled.

Q. Who is eligible for Federal Work-Study?

A. Students with demonstrated financial need based on the FAFSA are awarded FWS to you as part of their financial aid package.

Job Listings

Here are a few sites listing part-time job employment.

[Tribe Careers](#)

wm-csm.symplicity.com/

[FinAid Job Listings](#)

www.wm.edu/admission/financialaid/types/work

Job Search Workshop

The Cohen Career Center is hosting a workshop during orientation to help guide students through the employment process.

August 28, 10am and 2pm

Info at www.wm.edu/offices/career

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

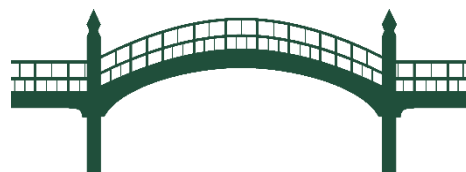
Student eligibility is based on the results of your FAFSA application and is subject to change.

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.



Departments Hiring Student Employees

This is a partial list of departments that hire student employees:

Swem Library
Recreational Sports Center
Athletic Department
Information Technology
Facilities Management
University Advancement
ITPIR/Aid Data
ID Office
Campus Police
Sadler Center
Campus Center
Residence Life
Dining Services
Postal Services
Conference Services
Academic Departments
...and more

Postions become available throughout the year. Don't limit your search to the start of the fall semester.

Check Bulletin Boards, departmental websites, social media, etc. for additional job listings.

Additional Aid for Work

Students who seek employment in food services at W&M or in the Williamsburg community, may qualify for an annual scholarship from the Order of the White Jacket. See the scholarships page on the FA website for information.

Contact Information

Office of Student Financial Assistance

Ph: 757-221-2420

E-mail: studentemploy@wm.edu

Student Employment Info/Forms:
www.wm.edu/admission/financialaid/types/work/

Cohen Career Center

Ph: 757-221-3231

E-mail: career@wm.edu

Web: www.wm.edu/offices/career/



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Job Search & Documentation Information

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](https://www.dhs.gov/e-verify/) as acceptable. If you plan to work on campus, please bring originals with you.