



Student Employment & Federal Work-Study



FWSQ&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.

Student Employment Fair

Cohen Career Center & Financial Aid Office is excited to host the 1st-ever On-Campus Student Employment Fair September 2, 2021, 9:00 - 11:00 a.m. in Sadler, Chesapeake A.

Tribe Careers

wm-csm.symplicity.com/

On-Campus Job Search Workshop

The Cohen Career Center is hosting workshops at the start of the semester to help guide students through the job search process.

Info at www.wm.edu/offices/career

During the academic year, students find employment 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 sties listed to the left, on departmental websites, fliers on campus, etc. Keep your eyes open.

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

For Federal Work-Study Students

Student eligibilty 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
Advancement
Global Research Insitute
Copy Center
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.

Contact Information

Office of Student Financial Assistance

Ph: 757-221-2420

E-mail: aid@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 Timeline

- Begin Job Search Prior to Arriving on Campus
- Attend Job Search Workshop sponsored by the Cohen Career Center (optional)
- 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/payroll?

Once hired:

- Employment Eligibility Electronic Verification (E-Verify/I-9 Process)
- Valid Social Security number entered into Banner
- Student Employment Form (provided by hiring department)
- Federal Tax Form (W-4)
- Virginia Tax Form (VA-4)
- * Direct Deposit Form

Q. What is an I-9 E-Verify?

A. This is a federal requirement that must be completed by all new employees before beginning work. Proper 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?

A: 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 those with you.

Additional Aid for Work

For students who seek employment in food services at W&M or in the Williamsburg Community, the *Order of the White Jacket* provides an annual scholarship opportunity. See the scholarships page on the FA website for information.