



STUDENT HANDBOOK

STUDENT EMPLOYMENT PROGRAM

2006-07 ACADEMIC YEAR

Contact Information for Students

Financial Aid Office: 105 Bertrand Hall
(415) 257-1350
finaid@dominican.edu

Your supervisor name: _____

Your supervisor phone number: _____

Your supervisor e-mail address: _____

Types of Student Employment

Federal Work Study

Federal Work Study is a need-based employment program. To receive it, you have to have applied for financial aid (FAFSA and Dominican Financial Aid Application) and have been granted an award as part of your Financial Aid Award package. The amount allocated to you represents the maximum that you may earn over the course of the academic year. You may not earn more than the amount of your award, but you may, of course, choose not to work, or choose to earn a lesser amount. The important points are: a federal work study job is an opportunity for you to earn money for your incidental expenses on campus, gain work experience, and balance your time between school, social activities, and employment. **However, a federal work study award does not guarantee a job.**

Community Service Opportunities

In keeping with Dominican's mission to transform lives, federal work study recipients are strongly encouraged to consider community service employment opportunities. These opportunities include (but are not limited to) positions as reading tutors and after school aides at local elementary and middle schools. Community service opportunities are posted on the Student Employment bulletin board and are also made available during the Student Employment Fair.

International Work Study

A limited number of awards are available for international students, and preference is given to full-time undergraduate day students. Interested students must complete an application with the Financial Aid Office and be granted an award. Applications are available on the first day of classes in the fall semester, and are due by Friday of the first week of classes. Students and supervisors will be notified during the second week of fall classes if an award has been granted. **An international work study award does not guarantee a job.** The amount allocated to you represents the maximum that you may earn over the course of the academic year, and you may not exceed your maximum award. To be eligible to apply for international work study, you must have an F-1 Visa and provide a copy of your Social Security Card.

Student Employment

Some departments employ students through a non-federal funding source, and you may find on-campus employment even if you do not have a federal or international work study award. Since it is not tied to a specific award, the number of hours, rate of pay, and maximum amount you are allowed to earn is determined by the department.

Summer Employment

Currently, there is no summer student employment program. Students hired over the summer are considered temporary employees of the University and hired through Human Resources.

Student Employment Rules and Regulations

1. Students may have a maximum of 2 student employment positions at one time
2. During periods of enrollment, students may not work more than 20 hours per week (combined, if more than 1 position) and no more than 8 hours per day. Overtime is not permitted. During periods of non-enrollment (fall, winter, spring breaks), students may work up to 40 hours per week, budget and award limits permitting. First-year students are strongly encouraged not to work more than 10 hours per week during their first semester of enrollment.
3. Students working for more than five hours at a time must take one unpaid half hour meal break.
4. Students are required to report changes in enrollment status, leave of absence, or withdrawal to the Financial Aid Office. Such changes may affect a student's eligibility for financial aid funding, including federal work study.
5. The first day to work using federal work study, student employment, or international work study is the first day of classes, August 21, 2006.
6. The last day to work using federal work study, student employment, or international work study is the last day of the spring semester, Wednesday May 9, 2007.
7. ***Timesheets must be completed and submitted on a bi-weekly basis, for hours worked.*** Completed and signed timesheets must be turned in to Human Resources by the payroll deadline in order for you to be paid on time.
8. Award limits must be adhered to; if you reach your federal or international work study limit, you must stop working immediately. You will be notified by email as you begin to approach your limit.
9. If you are reaching your limit you may appeal for an increase. Send your request to finaid@dominican.edu.

Finding a Job

At the beginning of the fall semester, the Financial Aid Office holds a Student Employment Fair, which provides an opportunity for students to meet prospective supervisors, complete employment authorization forms, and to either be hired for jobs or have appointments scheduled for interviews. After the fair, remaining open positions are posted on the Student Employment job bulletin board in the stairwell of Bertrand Hall.

After the Student Employment Fair, if you find a posting you're interested in you must arrange to contact the supervisor directly.

Student Employment Authorization packets are available from the reception area of the Financial Aid Office in Bertrand and must be completed by the student, hiring supervisor, and the Financial Aid Office *before* you may begin working.

Common Problems and How to Resolve Them

Change of Address: Your paycheck will be mailed to the address you write on your Student Employment Authorization Form. If you move during the school year, notify Payroll as well as the Registrar's Office (for all other Dominican mail).

Direct Deposit: If you have a checking account, you can arrange with Human Resources to have direct deposit. If you change banks, remember to fill out a new direct deposit form with HR.

Social Security Card: If you don't currently have a social security card, or didn't bring your card with you to campus, you may apply for one at the Social Security Office, 1001 Lootens Place 3rd Floor, San Rafael. The office is located a short walk from campus and is open from 9am-4:30pm. For a duplicate card, you will need to bring proof of your identity. For an original card (never had one before) you will need proof of age, identity, US citizenship or lawful alien status. More information is available from the Social Security Office at 1-800-772-1213.

Timesheets: Instead of waiting until the day that timesheets are due to complete one, it's better to complete a timesheet for the hours you work each day, as you go along. Remember to complete it fully, sign it, have your supervisor sign it, and turn it in to the Payroll Box in Human Resources on the day it is due. Timesheets that are submitted after the deadline, or are not fully completed, will not be processed until the following pay period.

More than one job: Students may hold two jobs, however you must complete a separate timesheet for each position.

Reapplying for Federal Work Study: You must reapply for financial aid each year. Since funds are limited, be sure to complete the FAFSA and Dominican Aid Application by the March 2nd priority deadline.

Balancing work and school: A work study job is an important commitment, but your first job is to be a student. Talk with your supervisor if you are having trouble meeting your schedule or need to make adjustments to your work hours.

Working with your Supervisor: A work study job is a commitment and should be taken seriously. It's important to be on time as scheduled, dress appropriately, and to communicate with your supervisor beforehand if you are not able to arrive to work as scheduled.

Before a student can begin working, all of the following requirements must be completed.

Student Employment Checklist

- If the position you are hired for is a work study position, be sure that federal work study is included on your 2006-2007 Award Letter.

- Once you receive confirmation from the supervisor that you have been hired, pick up a Student Employment Packet from the Financial Aid Office. You may not start working until the paperwork is completed and authorized by the Financial Aid Office.

- Have your new supervisor complete the "Department Supervisor" section of your Student Employment Authorization form.

- Complete an I-9 "Employment Eligibility Verification" form providing acceptable documents as shown on the back of the I-9 form (for instance, a driver's license and a copy of your Social Security Card).
International Work Study recipients must provide a copy of their F-1 Visa and a copy of their Social Security Card.

Note: A Social Security Card is a Dominican requirement and is necessary for all student employees.

- Completed W-4 form

- Meet with a Financial Aid Advisor to review completed forms and to view and copy your picture ID (Driver License, Student ID, State ID, Military ID or Passport) and social security card.

- Complete an orientation with the supervisor on how to complete a timesheet and use the payroll schedule.