

## What types of jobs could I have?

A wide variety of Student Labor and Work-Study jobs exist, including administrative support, information technology, library services, arts & media, recreational services, childcare, tutoring, dining services, and maintenance. All positions are considered temporary and are subject to renewal each semester or academic year. Most positions are located on campus. (Please see the reverse of this flyer for information about Work-Study.)

## How can I find a job?

Positions are posted on [studentjobs.uconn.edu](http://studentjobs.uconn.edu). You may search and apply online under the funding source and campus location appropriate to you. If interested in a particular employer, you may consider contacting a department directly.

## What paperwork must I complete before I begin working?

The Immigration Reform and Control Act of 1986 requires employers to verify the identity and employment eligibility of ALL EMPLOYEES. Before you are allowed to begin working at UConn, you must present ORIGINAL documentation showing identity and employment eligibility. A list of USCIS-approved documents for this purpose may be found on the second page of Form I-9, available for view in the Forms section of [payroll.uconn.edu](http://payroll.uconn.edu). The Federal Employment Eligibility and Verification Form I-9 must be fully completed and received by the Payroll Department for processing prior to our office approving any student to work. If you cannot present the necessary documents, you will not be approved to begin working.

Students are also advised to complete Federal and CT State W-4 (tax) forms prior to beginning work.

## How will I get paid for the work I perform?

Departments enter payroll authorizations for their student employees prior to the employees' start dates. Once the department's payroll representative receives documentation of hours worked, the hours are submitted according to the established payroll deadlines for that academic year. Only students who have completed all pre-employment paperwork may have work hours entered in the system to receive a paycheck.

## When will I get paid?

As a new student employee, you may need to wait up to two pay periods (six weeks) to receive your first check. Students will receive pay two weeks after the end of the payroll period in which hours were submitted into the payroll system. Payroll periods are 14 days in length beginning on Friday and ending on the second Thursday within each two-week period. Your paychecks may be picked up at your workplace or deposited directly into your designated checking or savings account via direct deposit.

## How much will I be paid?

Students are employed on a temporary, hourly basis. The rate of pay is based on the skills and level of experience required. The pay rate is determined by the hiring supervisor and is subject to approval by Student Employment. Students' pay is based on an established pay scale which starts at Connecticut minimum wage for entry-level positions and increases in pay depending on experience for the most advanced jobs. Students working overtime must be paid time-and-a-half for work in excess of 40 hours in a given week.

## Are there limits regarding how many hours I may work?

Student Employment recommends that full-time students not exceed 20 hours per week (Friday through Thursday); there are no rules stating you may not work more hours. An exception is made for international students whose visas stipulate a maximum 20-hour work week during the semester.

## Are my student earnings taxable?

Yes. Student Labor and Work-Study earnings are taxable income and specified on an annual W-2 form. Income taxes are not deducted for students with limited earnings under a specified amount, which varies from year to year. UConn students on the Student Labor and Work-Study payrolls do not pay FICA (Social Security and Medicare) taxes during active enrollment periods. Students employed during the summer who are not taking classes will pay FICA. You may contact Payroll for more information about your tax deductions: 860-486-2423.

## Do I report student employment earnings on my Free Application for Federal Student Aid (FAFSA)?

Students applying for financial aid must report earnings on the following year's FAFSA. Any earnings from Work-Study or a UConn-sponsored Co-op work program should also be specially designated within the appropriate section of the following year's FAFSA.

## Student Employment Frequently Asked Questions (continued)

### **What is the difference between Student Labor and Federal Work-Study?**

The difference between these two programs is the funding source for the hourly wages.

- Student Labor is a work program open to all students, regardless of financial need. Student Labor positions are funded by individual on-campus departments.
- Work-Study is a need-based financial aid work program. Funds are limited and are awarded based on financial need and fund availability to eligible full-time students whose FAFSA has been received by the Federal Processor by the on-time deadline of March 1. You may only earn up to the limit of your Work-Study award for a given term or academic year.

Both programs allow students to earn money to meet educational expenses. The job types and levels of pay under the Student Labor and Work-Study programs are the same.

### **Are Work-Study earnings deducted from the fee bill?**

No. Students must secure a Work-Study job and work to receive a bi-weekly paycheck, which you may save or spend at your discretion. Please note: Unlike other forms of financial aid, Work-Study must be earned.

### **Is there a deadline to obtain a Work-Study job?**

For funds awarded for the academic year or fall semester, a Work-Study job must be secured by a deadline established each year by the Office of Student Financial Aid Services (typically by the end of September). This deadline is posted each summer and fall on the main page of the Student Employment website: [studentjobs.uconn.edu](http://studentjobs.uconn.edu). Failure to meet this deadline will result in the loss of the Work-Study award for the entire academic year. Students who plan to work only in the spring semester must notify Student Employment by the deadline to “hold” the spring portion of your Work-Study award.

### **What happens if my Work-Study funds run out?**

Students may not earn more than the Work-Study award amount, nor may you earn funds past the last Work-Study date of an award term and only the fall portion of the Work-Study award may be earned during the fall semester. The spring portion of an award cannot be earned prior to the date specified by the Office of Student Financial Aid Services. It may be possible, however, for a student to continue employment using Student Labor funds if the employing department has funds available. Students are encouraged to discuss this possibility with employers in advance.

### **What if I don't earn all my Work-Study?**

If you do not earn your Work-Study by the end of the term in which you received funding, you forfeit those potential earnings. An exception is made for students having full-year awards: any unearned portion from the fall semester will roll into the spring semester's earnings eligibility. Spring or academic-year Work-Study cannot be earned in the summer or within a subsequent year.

### **May I work more than one job?**

Yes. Even students with Work-Study awards may work two or more jobs concurrently. Fill out the Authorization to Split Work-Study form available at [studentjobs.uconn.edu](http://studentjobs.uconn.edu) or call Student Employment for details prior to beginning a second Work-Study job.

### **What happens to a Work-Study job if I withdraw from school or enroll less than full-time?**

You must notify your employer(s) and stop work immediately if you withdraw from school. To be eligible for Work-Study, students must be enrolled full-time by a fixed enrollment date each semester (usually the last day of the add-drop period). An exception is made for graduate students in the Schools of Social Work and Law, who must maintain half-time status. Students who do not meet the enrollment requirements will lose Work-Study awards for that term, and cannot continue Work-Study employment.

### **Can I use Work-Study if I participate in the Study Abroad Program?**

No. Students studying abroad cannot earn Work-Study during the time you are out of the country. The Work-Study award for the Study Abroad semester will be cancelled.

### **Can I earn Work-Study for internships/practicum work?**

In most circumstances, students cannot be paid for internship work if you are receiving academic credit for that work. Typically, students with Work-Study may only earn money for additional hours — not those for which you receive credit — and only if the non-profit employer has a Work-Study contract with the University. Please contact Student Employment at 860-486-3474 for details about the approval process. Any off-campus job for a non-profit organization requires prior approval by Student Employment.