



Policies & Procedures

The University of the Arts

Work-Study Program

Established in accordance with the policies set forth by

Student Financial Services and the University of the Arts.

1. Employment Authorization

- All students must complete all required student employment paperwork and submit to Student Financial Services before you begin working-no exceptions.
- Students new to the Work-Study Program are required to complete additional forms and submit IDs.
- ID's must be either of the following: valid Passport/Passport Card, Social Security Card, or Birth Certificate. (NO PHOTOCOPIES)
- Returning student employees need a "Student Employment Offer (SEO)" for each position and a W-4 for each academic year.
- International student employees must present a passport, I-20 form, and Social Security Card to Student Financial Services.
- All employment forms must be completed accurately.
- Student Financial Services cannot and will not give tax advice.
- Students will receive a Work Permit when they have completed the hiring process. This Work Permit should be given to their supervisor.

2. Time Card Requirements

- Time cards must be completed in blue or black ink only.
- Must have the student's full name printed legibly.
- Must have the student's ID# listed.
- Must have the pay period across the top
- Must have the Department Name & Department Number
- Must have the hourly rate
- Total number of hours for each shift
- Student signature and date
- Supervisor signature and date
- All hours totaled at the bottom of each workweek
- Signed time cards must be turned in to your supervisor on or before the time card due date.
- Incomplete or late time cards will be delayed till the next payroll cycle or until completed.

- Students must have a matching SEO form to their time card. The student will not be paid for those hours until a correct form is received for the correct position/rate.
- Time cards must be turned in by the supervisor. Students may only turn in time cards if they are in a sealed envelope.
- Students must only submit hours that are actually worked, not for what they are scheduled to work. Do not record anticipated, past or future hours on your time card.

3. Student Employment Hours

- Student employees are limited to 17.5 hours per week when classes are in session.
- During breaks (Winter, Spring, Summer) students are permitted to work up to 28.5 hours per week.
- Students working in multiple positions cannot exceed a combined total of 17.5 or 28.5 hours per week.
- Students may not work more than 5 consecutive hours without taking a ½ hour unpaid break; this break must be reflected on the time card.
- Students are not permitted to work more than 8 hours in a 24 hour period.

4. Payroll

- Students are paid every 2 weeks through a University payroll check.
- Direct Deposit is a required condition of employment at the University of the Arts
- Direct Deposit takes two payroll cycles for the bank account information to be verified and direct deposit to begin. The first payroll cycle after submitting the form you will receive a live payroll check. Every following payroll will be directly deposited unless you change the account information.
- Students may only deposit their full check into one account.

A complete manual of student employment guidelines can be found on the UArts site:

<https://www.uarts.edu/sites/default/files/2019-04/19-20%20Student%20Employment%20Handbook.pdf>

Contact Student Financial Services for questions or concerns

215-717-6170

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