



## **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 it to Student Financial Services before begin to work. 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 will be accepted)
- 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 the 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 correlate with the 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 with the supervisor's signature.
- 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 the time card.

### 3. Student Employment Hours

- Student employees are limited to 17.5 hours per week when classes are in session.
- During winter and summer breaks 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 in all positions combined.
- 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 on a bi-weekly basis, every other Friday, 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 will be a live payroll check. Every following payroll will be directly deposited unless a change is made to account information.
- Students may only deposit their full check into one account.

\* The Federal Work-Study program is a need-based educational program. The allotment awarded to a student for Federal Work-Study cannot be directly applied to tuition and is the maximum allotment available at that time. The student receives payment through a bi-weekly paycheck based on the hours worked through the program. Some positions require Federal work-study while others may be able to be converted to institutional work-study once the maximum allotment is met.

A complete manual for student employment can be found on the Work Study Website

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