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

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