

The Immigration Reform and Control Act of 1986 require that all employees hired after November 6, 1986 show proof of United States citizenship.

1. The term “employee” refers to all student workers including those hired under the Work-Study programs. A form I-9 is therefore required from every Work-Study employee who has not previously worked at the University. This form is available in the Student Employment sections of the UArts website or in Student Financial Services.
2. Acceptable forms of Proof of Citizenship are:
 - a. A U.S. unexpired passport
 - b. A social security card
 - c. A birth certificate
 - d. A Native American tribal document
 - e. U.S. Citizen ID card (form I-179)
 - f. Employment authorization document issued by the Department of Homeland Security

GETTING PAID AND DIRECT DEPOSIT

Student employees are paid bi-weekly through direct deposit or by payroll check. It is currently a condition of employment to sign up for direct deposit. The only exception to this policy is if you do not currently have a valid bank account. Before you can be paid, you must have completed all student employment paperwork and turned into Student Financial Services (you **MUST** bring the required forms of identification!!).

Federal, state, and local taxes may be withheld from your paycheck. You must pay federal, state, and local income taxes on all earnings including work-study wages. As a student you may be *exempt* from federal tax. In order to be exempt from federal withholding you must have had no federal tax liability last year AND expect to have no federal tax liability for the current year. In order to receive a paycheck, the payroll clerk must receive a complete, accurate, signed time card. You may only be paid for any hours which you have already worked. *You may not include anticipated hours on your time card.*

Direct Deposit

The University work study program requires Direct Deposit as a condition of employment. Your paycheck can be deposited into a checking or savings account. This process helps you avoid the upset caused by lost, stolen, or otherwise missing checks.

Upon your written direction, the University will deposit your earnings directly into your bank account instead of issuing a paycheck. To initiate this service, complete the Direct Deposit Form. You will have to provide us with a voided check or contact your bank to get its transit routing number and confirm your account number for electronic deposits. Please submit the completed form to Student Financial Services with the rest of your new student employee forms. Direct deposit takes 1-2 payrolls to take effect, so your first pay will be a live check which you will pick up in Student Financial Services. Bring your Student ID to claim your paycheck.

SUBMITTING TIME CARDS

Your time card must be received by Student Financial Services by the deadline which is Wednesday, 5:00pm, 7 business days before the pay day. The deadline is subject to change according to University holidays. A time card which is submitted late will result in a missed paycheck and will be combined and paid on the following pay date.

A supervisor must submit time cards to Student Financial Services. A student can only deliver time cards if they are in a *sealed envelope*.

Students and supervisors should always retain a copy of the completed time card. If a question should arise concerning your hours worked or a problem should occur with your paycheck, it is much easier to arrive at a solution if you have a copy of what was submitted.

Paychecks are issued bi-weekly on Fridays. Paychecks can be picked up in Student Financial Services, and you should bring your Student ID to claim your paycheck. If you do not pick up your paycheck by 5:00pm the following Wednesday, the check will be mailed to the address listed on your W-4.

Blank time cards are available in Student Financial Services and each time card must be completed with the following:


- Completed in pen
- Student's full name (print legibly)
- Last 4-digits of social security number
- Dates of pay period written across the top
- Department name & department number
- Hourly rate
- Total number of hours worked
- Hours totaled at the bottom of each work week column
- Student signature & date
- Supervisor signature & date

Your supervisor should always examine your time card for accurate information before signing and submitting. By signing the time card, both you and your supervisor certify that information contained in the time card is a true and accurate record of hours worked.

Completing a Work Study Time Card

All information must be completed in pen

1. Student's Full Legal Name (print legibly)
2. Student ID Number
3. Dates of Pay Period across the top
4. Department Name
5. Department Number (5-digits)
6. Hourly rate
7. Hours totaled at bottom of each work week
8. Student signature & date
9. Supervisor signature & date
10. Total number of hours worked



From: **3** 9/7/17 to 9/20/17

Pay Period

Pay Period			Pay Period		
Day	Date	Hours	Day	Date	Hours
T H U	9/7		T H U	9/14	
F R I	9/8	10:00 12:00 2	F R I	9/15	9:00 12:00 3
S A T			S A T		
S U N			S U N		
M O N	9/11	1:00 2:30 1.5	M O N	9/18	10:00 12:00 2 12:30 4:00 3.5
T U E	9/12	1:00 2:15 1.25	T U E	9/19	
W E D	9/13		W E D	9/20	
Subtotal Hours 4.75			Subtotal Hours 8.5		

1 John Doe
PRINT Name

2 1234567
Student ID#

4 Student Financial Services
Department

5 30015
Dept. #

6 7.25 10 13.25
Rate Total Hours

8 John Doe 9/28/17
Student Signature Date

9 Supervisor Signature 9/28/17
Supervisor Signature Date

(Please check one)
 Federal Work Study Non Federal Work Study

If you are changing jobs (or adding another job), you must secure another Student Employee Authorization form from Student Financial Services and signed by your new supervisor.

MAY I WORK MORE THAN ONE WORK-STUDY JOB?

Yes, as long as you do not exceed your total allocation and do not work more than 17.5 hours a week, in combination, during the academic year while classes are in session. Students are not permitted to work in two locations concurrently. For example, you cannot be tutoring a student while also performing the duties of a lab monitor in a computer lab.

CAN MY FWS AWARD BE INCREASED?

Based upon information from several years of FWS payroll records the University has projected how many students will accept the FWS award offered to them.

At the end of October we will review the records of those students who have not claimed their FWS awards. If we identify unclaimed FWS funds they will be offered to other eligible students. The FWS award can be increased if a student has unmet need but all students' allocation increases must be authorized by the Student Employment Coordinator.

CAN I LOSE MY FWS ELIGIBILITY?

If you are enrolled for less than 6 credits or fail to make Satisfactory Academic Progress, you will lose your eligibility for FWS, as well as other forms of financial aid.

Any significant change in your financial information could affect your eligibility for FWS and other financial aid.

If you are financially suspended, have not paid your bill in full, or did not submit a FAFSA you may be terminated from all University payrolls. If you become ineligible for FWS you will be notified by Student Financial Services and will be immediately suspended or terminated from the FWS program.

APPLYING FOR FWS FOR NEXT YEAR

Federal Work Study funds are limited and are awarded to the earliest applicants for financial aid. If you wish to be considered for FWS for next year you must submit a FAFSA by the priority deadline, February 15th. You must also be pre-registered for the following (non-Summer) semester.

Students who apply later than the priority deadline, or are not pre-registered, will only be considered if funds remain after the "on-time" applicants have been awarded.

CAN I WORK IF NOT ENROLLED OR GRADUATE?

Unfortunately, you can't continue to earn work-study if you are no longer enrolled. If you withdraw, are dismissed, or graduate, your last day to earn work-study funds is the last day of your enrollment.

If your employer wants to continue your employment they may choose to do so, but they are responsible for paying you 100% of your earnings without the work-study subsidy. This arrangement would be between you and your employer and any earnings after enrollment will not be work-study eligible. You must immediately notify your employer of changes in your enrollment.

REQUIRED PAPERWORK

All student employees must complete the required University Student Employment forms and submit them to Student Financial Services before they can begin work. The following forms can be found on the UArts website or in Student Financial Services.

1. Student Employment Offer (SEO) form: signed by the supervisor
2. IRS W-4 form
3. Confidentiality Agreement
4. Worker's Compensation forms
5. Direct Deposit Agreement
6. New student employees are required to complete a form I-9 with the Student Employment Coordinator upon accepting employment, no later than the start date of employment.

New student employees must also provide to the Student Employment Coordinator with a photo ID and Proof of Citizenship upon accepting employment. Acceptable forms of Proof of Citizenship are:

- a. A unexpired U.S. passport
- b. A photo ID **and** a social security card
- c. A photo ID **and** birth certificate

All documents must be signed and dated and turned into Student Financial Services before the start date of employment. Students cannot begin working until all forms are turned in along with the required forms of identification and proof of citizenship. Students may not begin working if any documents or IDs are missing or incomplete.

Returning Student Employees

Students who have previously held work-study jobs at the University or are renewing their positions for the following year must turn in the following forms (for the current year) before the start date of employment:

1. Student Employment Authorization (SEA) form: signed by the supervisor
2. IRS W-4 form

SUPERVISOR RESPONSIBILITIES

1. Assigning and defining the student's immediate supervisor.
2. Provide training for the student, making sure the student has work to do, and inform the student if there is a problem with their performance and give him/her a period of time to improve.
3. Notify the student that they are not permitted to work in two locations
i.e. two different jobs, at the same time
4. Discuss problems with the student if his/her performance is unsatisfactory or inappropriate. If there is no improvement, use the "three-strikes, you're out" rule
5. Keep on file any written warning or a log of altercations. The supervisor is then responsible for the student's termination
6. Training the student in completing a correct time card and providing any documents or handbooks pertaining to work study or specifically to the position
7. Keep track of the student's work schedule and keep a record of their earnings and FWS award so the student does not exhaust their award.
8. Review each student's time card for accuracy, make sure names are legible and all hours are recorded correctly with breaks included, student's signature is included
9. Signing off on each student's time card and discussing/resolving any discrepancies.
10. Submit time cards bi-weekly by 5:00pm on Wednesday, 7 business days prior to the pay date.

Time cards that are incomplete or are submitted late will be processed with the next scheduled payroll and will result in a delayed paycheck for the following pay date.

Time cards which contain illegible or incorrect names or social security numbers will not be processed and will cause the student's paycheck to be delayed.

If termination occurs, exact reason(s) for termination should be documented in writing and given to the student and notification of termination to the Student Employment Coordinator. Students who are terminated for fraud are not permitted to work for the University of the Arts in any other position.

SECTION 3

STUDENT FINANCIAL SERVICES

The office of Student Financial Services offers a variety of financial aid programs dedicated to assisting students in meeting their educational goals.

While this handbook and the UArts website has many answers to common questions, sometimes figuring out financial aid and payment options requires creativity. Student Financial Services is available to help you every step of the way. Don't hesitate to contact us!

In order to qualify for Federal Work Study (FWS) students must submit a Free Application of Federal Student Aid (FAFSA) and be awarded FWS.

<https://fafsa.ed.gov/>

Students who are not eligible for FWS are still eligible to work under the Non-Federal Work Study (NFWS) program.

Student Financial Services

Hamilton Hall, 270
320 South Broad St.
Philadelphia, PA 19102
P: 215-717-6170
F: 215-717-6178
finaid@uarts.edu

David Smith

Student Employment Coordinator
Hamilton Hall, 270
320 S. Broad Street
215-717- 6177
dasmith@uarts.edu