

FREQUENTLY ASKED QUESTIONS REGARDING STUDENT EMPLOYMENT

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

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. 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 on a first come, first served basis to eligible full-time students whose FAFSA has been received by the Federal Processor by the on-time deadline of March 1st. Students may only earn up to the limit of their Work-Study awards for a given term or academic year.

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 they may save or spend at their discretion. Please note: Unlike other forms of financial aid, Work-Study must be earned.

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

Yes. 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 (usually mid-October). This deadline is posted each summer & fall on the main page of the Student Employment website: <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 their Work-Study awards.

What types of jobs are available?

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.

How can students find jobs?

Positions are posted on <http://studentjobs.uconn.edu>. Students may search and apply online under the funding source and location appropriate to them. If interested in a particular employer, students may consider contacting a department directly.

Can Work-Study be used for off-campus employment?

Students with Work-Study awards may elect to earn those awards working off-campus. These community service positions must be in the public interest. Employers include pre-qualified non-profit, federal, state or municipal agencies. Search the website at <http://studentjobs.uconn.edu> for off-campus community service jobs or contact Student Employment at 860-486-3474 for additional opportunities. Work-Study students who choose off-campus employment must obtain written approval from Student Employment prior to beginning work. Each off-campus employment opportunity requires prior approval.

How much are students 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 ranges from the Connecticut minimum wage for entry-level positions all the way to \$26.95 per hour for the most advanced jobs. Students working overtime must be paid time-and-a-half for work time in excess of 40 hours in a given week (Friday through Thursday).

What paperwork must students complete before they begin working?

The Immigration Reform and Control Act of 1986 requires employers to verify the identity and employment eligibility of ALL EMPLOYEES. Before students are allowed to begin working at UConn, they 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 <http://studentjobs.uconn.edu>. The Federal Employment Eligibility and Verification Form I-9 must be fully completed and received by Student Employment for processing prior to our office approving any student to work. If students cannot present the necessary documents, they will not be approved to begin a job.

Students are also advised to complete Federal and CT State W-4 (tax) forms prior to beginning work. Student Employment advises student workers to complete a direct deposit form to transfer earned funds to a designated checking or savings account.

How do students get paid for the work they perform?

Departments enter payroll authorizations for their student workers 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.

When do students get paid?

Students will receive payment for hours worked two weeks after the end of the payroll period in which hours were inputted into the payroll system. Payroll periods are 14 days in length beginning on Friday and ending on the second Thursday within each 2-week period. Because of the way the bi-weekly pay periods fall, it can take up to 6 weeks for a new student employee to receive their first check. Students may pick up paychecks at their place of work or have funds electronically deposited into their bank accounts.

Are 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 are exempt from FICA (Social Security and Medicare) taxes during active enrollment periods. Students employed during the summer who are not taking classes will have FICA taxes withheld. Students may contact Payroll for information about their tax deductions: (860) 486-2423.

Do I report student employment earnings on my FAFSA?

Yes. 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.

Are there limits regarding how many hours a student may work?

Students should confer with their employers about appropriate work schedules and should adhere to that schedule, unless granted permission to work additional hours by their supervisor. Student Employment recommends that full-time students not exceed 20 hours per week (Friday through Thursday), but there are no rules stating a student may not work more hours. An exception concerns international students whose visas stipulate a maximum 20 hours work week during the semester.

What happens if my Work-Study funds run out?

Students may not earn more than the Work-Study award amount, nor may they 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 students do not earn their Work-Study by the end of the term in which they received funding, they 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 <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 a student withdraws from school or enrolls less than full-time?

Students must notify their employers and stop work immediately if they 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 their Work-Study awards for that term, and cannot continue Work-Study employment.

Can students use Work-Study if they participate in the Study Abroad Program?

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

Can students earn Work-Study for internships/practica work?

In most circumstances, students cannot be paid for internship work if they are receiving academic credit for that work. Typically, students with Work-Study may only earn money for additional hours - not those for which they 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.