

## **Work-Study**

### **What is Federal Work-Study (FWS)?**

Federal Work-Study is awarded through the Financial Aid Office based on financial need and is paid through the federal government. Financial need is based on information you or your family supplies on the Free Application for Federal Student Aid (FAFSA). The FWS program provides jobs for undergraduate students with financial need, allowing them to earn money to help pay education expenses.

### **How do I get FWS?**

Federal Work-Study is awarded based on a first-come basis. Even if you qualify for work-study, you may not receive it. CSU receives a limited amount of funds from the federal government, and when all the money has been awarded, no more funds are available for the year. You may increase your chances by submitting your FAFSA early. Students may begin submitting FAFSAs on January 1 of each year.

### **How do I know if I have been awarded FWS?**

You will receive a letter from the Financial Aid Office listing your entire financial aid package. Your financial aid package is also available online through [CSU Financial Aid Online](#). Federal Work-Study may or may not be part of that package.

**Do I have to have FWS to get a job on campus?** Yes. However, employment is competitive, and the Student Employment Office does not guarantee job placement. Please begin looking for jobs early and check <http://www.charlestonsouthern.edu/studentemployment> frequently for job postings. Networking and approaching employers are very effective ways to land jobs on campus.

### **What kind of work-study jobs are available?**

A wide variety of opportunities are available. Office assistant jobs are the most prevalent, but other jobs such as computer lab assistant, library aide, resident advisors, lounge attendant, athletic assistant, intramural referee and mail clerk are just a few of the choices. In addition, FWS off-campus community service jobs with a variety of nonprofit organizations are available for FWS students.

### **How do I find a work-study job?**

Supervisors post their available work-study positions at <http://www.csuniv.edu/studentemployment/jobs.html>. Each posting contains a description of the job and its requirements. If you determine that you meet the requirements, you can click on the on-line application link with each job description to apply, and if possible, you may attach your resume or skill assessment form.

### **May I have two work-study jobs?**

No, you may not have more than one work-study job at any given time. You may only work a combined total of 20 hours per week.

### **May I change work-study jobs?**

You are allowed to change jobs, if you wish, as long as you properly resign from your position. We ask that you give your supervisor adequate notice (two weeks) before leaving your position.

### **May I study while on the job?**

It is not the intention of the program to provide study time while on the job. However, studying on the job, after responsibilities have been completed, is at the discretion of the supervisor.

### **Are there a minimal number of hours a student must take for employment eligibility?**

Yes, a student must be enrolled as a full-time student to work on the CSU campus.

### **What is the maximum number of hours per week work-studies are allowed to work?**

While students are enrolled, student employees should not exceed 20 hours per week. With the supervisor's permission, students may work additional hours during vacation periods.

**May work-study students work during holidays?**

Students do NOT report to work during holidays when the University is officially closed. If students are available to work during school breaks when the University stays open, such as fall and spring break, they may work up to 40 hours a week. It is the student's responsibility to notify his supervisor of his availability during breaks when the University is open.

**May work-study students work during Chapel, reading days and exam week?**

Students are expected to notify their employers of their study and exam schedules as soon as possible in order for the departments to properly staff their offices. Students are permitted, but NOT required, to report to work during exam periods or on reading days. Students are not allowed to work during their scheduled class time, Chapel, or scheduled final exam times for any reason.

**May I apply my work-study funds to my tuition?**

Yes. At the time of hire, students will specify how they would like to receive their monthly payment when completing their contract. If you wish to apply your paycheck to your account, you must fill out Apply to Tuition Form online at <http://www.csuniv.edu/>. Log into MYCSU. Click on Forms and then go to Student Account Forms.

**Are work-study students eligible for benefits?**

Student employees (both FWS and IWS) are NOT eligible for benefits such as sick leave, holiday pay, accrual of vacation time or retirement benefits.

**General Student Employment****Where is the Student Employment Office located?**

We are located in the Hunter Reception Center at the front of campus.

**What is the minimum wage in South Carolina?**

Federal minimum wage is set at \$7.25/hr.

**How competitive is the job search on campus?**

Student employment is very competitive, and the Student Employment Office does not guarantee job placement. You are strongly encouraged to have a resume prepared to give you an edge. Visit The Career Center for help with your resume.

**How often are job postings updated?**

New on-campus and off-campus jobs are likely to be posted on a daily basis.

**Payment****When and how do I get paid?**

Student employees are paid once a month based on the number of hours worked. The pay date is the 15th of every month, and checks are available for pick-up at the Cashier's Window, located in the Hunter Center. If the 15th falls on a weekend or a holiday, earnings will be available the next business day. Students must sign their timesheets by the last day of the month. Students may be paid via paper check or direct deposit. If applying to student account, students must fill out the Apply to Student Account Form. Please select paper check on your contract. Students must specify how they would like to receive their payment when completing their contract.

**How are my hours turned in?**

Students are required to accurately document their hours on their electronic timesheet **daily**. Students must sign their timesheets by the last day of the month. Supervisors have a narrow window of time to submit your hours; therefore, late submission of your timesheet could result in a delay of your payment. You may access the [Student Timesheet](#) by logging in with your student I.D. and PIN number.

**Where do I pick up my paycheck?**

Students can pick up paper checks, or direct deposit stubs at the Cashier's Window located in the Hunter Center, between 9 a.m. and 5 p.m. A picture I.D. will be required to pick up your check or stub. Checks which are not picked up within two weeks after the pay date will be mailed to the permanent address on file.

**How do I get my paper check at the end of each semester?**

Before you leave for Christmas or summer break, make sure you provide the Cashier's Window with a self-addressed stamped business envelope. Checks will be mailed to the address provided.

**I didn't get paid; who do I see?**

First, talk to your supervisor to be sure your hours were entered and submitted on your electronic timesheet on time.

**My paycheck is incorrect; who do I see?**

Your supervisor is the first person to check with. If you are unsatisfied with your employer's explanation you are encouraged to see the Student Employment Office for further assistance.

**How do I update my address for payroll purposes?**

You should fill out a change of address form in the CSU registrar's office, on the second floor of the Strom Thurmond Center.

**What is the Student FICA Exemption?**

FICA is the Federal Insurance Contribution Act. This Act precludes students from participating in Social Security and Medicare coverage, based on enrolled number of credits. The Internal Revenue Service states that if the employment is "Incident to" the education (i.e., the employee's primary purpose for being here is to attend school), then the student retains the Student FICA Exemption. However, if the education is "Incident to" the employment, then the student loses the Student FICA Exemption (i.e., permanent staff who are taking classes, and temporary nonstudent employees). The credit hour eligibility determination is six (6) or more credits for undergraduates and four (4) or more credit hours for graduate students.

**Do I have to report my earnings for tax purposes?**

See complete tax information for students at:

<http://www.xmarks.com/site/www.irs.gov/individuals/students/article/0,,id=96674,00.html>

**I-9 Forms****What is the I-9?**

The I-9 is employment eligibility verification. The 1986 Immigration Reform and Control Act core prohibition is against the hire or continued employment in the U.S. of an alien whom the employer knows is unauthorized for the employment. The IRCA makes all U.S. employers responsible for verifying through a specific process the identity and work authorization or eligibility of all individuals, whether U.S. citizens or not. To implement this, employers are required to complete Employment Eligibility Verification Forms (I-9) for all employees. No one is allowed to begin work without an I-9 on file.

**What documents do I need to show for the I-9?**

Typically, in addition to a photo I.D., (Driver's License or Student I.D.) the employee's social security card. If no social security card is readily available, an original or certified copy of a birth certificate is acceptable. A U.S. issued passport is acceptable for both the photo I.D. and verification that the employee is authorized to work in the U.S. A full list of acceptable documents is available at <http://www.uscis.gov/sites/default/files/files/form/i-9.pdf>.

**Do I have to have an I-9 for every campus job I have?**

No. Only one (1) is required.

**May I have a copy of my social security, birth certificate or passport sent to me?**

Copies are not accepted; only originals should be provided to supervisors.

**May I have my documents faxed?**

A faxed document is a copy of the original document; therefore, they are not accepted.

**How do I apply for a replacement social security card?**

Simply go to the Social Security Office with your I.D. to apply for a duplicate card. The local address is: Suite 2700, 4995 Lacross Road, Charleston, SC 29406.