Information About Work-Study

What Is Work-Study?

The work-study award represents the maximum earnings potential while employed under the program for the 2014-2015 academic year (fall/spring). The award is not deducted from the student’s University bill. Once the student obtains a work-study job, the student is paid weekly by the employing department for those hours actually worked.

Work-Study employment can benefit a student in several ways:

- Pay for personal expenses
- Improve time management skills
- Help build a student’s resume
- Serve as a reference for future employment

If a student chooses not to use their work-study award, it will not affect the student’s current financial aid package, nor future eligibility for work-study.

A student may postpone working until the spring semester. However, the availability of jobs may be limited.

How Can Students Find A Job?

Penn does not place a student in a job; rather the student is responsible to conduct their own search for a job. The student is responsible for planning a work schedule with the supervisor, taking into account the student’s academic schedule, study time, and extracurricular activities.

Beginning mid-August 2014, work-study jobs for the 2014-2015 academic year will be listed on the Student Employment website at www.sfs.upenn.edu/seo.

Each job listing contains the supervisor’s job number and description as well as how to contact the supervisor.
Tips For Finding A Job

- If you have not already done so, prepare a resume. When a supervisor has multiple inquiries about a job, the supervisor will use the resume to select students to be interviewed.
- When applying for a job, include in the subject line of your e-mail the job number and title. Your e-mail should give a brief synopsis of your work experience and skills, and any other information you believe is relevant.
- Apply for more than one job. Keep your options open.
- Be prompt for the interview, and dress appropriately.
- If you do not receive a response from a supervisor within a reasonable amount time, you may send a friendly reminder expressing your continued interest in the job.

How Are Students Appointed To A Work-Study Job?

Once the student is hired, the supervisor will use the Student Employment Management System (SEMS) to appoint the student online to a job number using the student’s Penn ID number.

An e-mail confirming the student’s appointment will be sent to the student, supervisor, and department SEMS coordinator.

New student employees are required to complete the W-4 (Employee’s Withholding Allowance Certificate) and the online I-9 (Employment Eligibility Verification – see information below). The employing department’s business administrator will instruct the student accordingly.

Online I-9 Form (Employment Eligibility Verification)

Under the Immigration Reform and Control Act of 1986, all new employees must present original documentation to your employer that proves identity and authorization to work in the United States. Before you leave home for campus, please bring with you documentation. See list of acceptable documents below. All documents must be unexpired.

LISTS OF ACCEPTABLE DOCUMENTS

List A – Documents that establish Identity and Work Authorization – Only One Item

1. U.S. Passport or U.S. Passport Card
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa
4. Employment Authorization Document that contains a photograph (Form I-766)
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status:
   a. Foreign passport; and
   b. Form I-94 or Form I-94A that has the following:
      (1) The same name as the passport; and
(2) An endorsement of the alien’s nonimmigrant status as long as that period endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.

6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI

***OR***

One item from List B to prove **Identity** AND One item from List C to prove **Work Authorization**

**List B – Identity**

1. Driver’s license or ID card issued by a State or outlying possession of the United States with photograph or information such as name, date of birth, gender, height, eye color, and address
2. ID card issued by federal, state, or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address
3. School ID card with photograph
4. Voter’s registration card
5. U.S. Military card or draft record
6. Military dependent’s ID card
7. U.S. Coast Guard Merchant Mariner Card
8. Native American tribal document
9. Driver’s license issued by a Canadian government authority

**List C - Work Authorization**

1. A Social Security Account Number card, unless the card includes one of the following restrictions:
   (1) NOT VAILD FOR EMPLOYMENT
   (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION
   (3) VALID FOR WORK ONLY WITH DHS AURHORIZATION
2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
5. Native American tribal document
6. U.S. Citizen ID Card (Form I-197)
7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
8. Employment authorization document issued by the Department of Homeland Security

**How Many Hours Per Week May A Student Work?**

When classes are **in session**, students (full-time and part-time) are not permitted to work more than a total of **20 hours per week**.

When classes are officially **not in session**, students (full-time and part-time) are not permitted to work more than a total of **40 hours per week**.
**How Are Students Paid?**

Federal and University regulations require that weekly hours must be supported by a listing of clock hours worked for each student. The employing department provides a weekly time sheet that must be signed by the student and supervisor. The supervisor is responsible for submitting the student’s weekly time sheet to the department’s business office for the payment of wages.

Work-Study wages are subject to the same federal, state, and local income taxes as any other earned income. However, students enrolled in classes and working for the University are exempt from the 6.20% Social Security (FICA) Tax and 1.45% Medicare Tax deductions.

**Enroll in Direct Deposit**

Penn does not issue paper checks. Enroll in direct deposit in order to receive your work-study wages. You can do so through the Student Employment website at [www.sfs.upenn.edu/seo](http://www.sfs.upenn.edu/seo). Direct Deposit ensures your funds will be deposited to your U.S. bank account. If you do not sign up for direct deposit, and subsequently earn work-study wages, payment will be made via a Aline Card (VISA® debit card).

If you plan to open a bank account near campus, we have provided a listing of local banks on the website at [www.sfs.upenn.edu/TotalPay/banking.htm](http://www.sfs.upenn.edu/TotalPay/banking.htm). If you prefer, you can opt to use a non-local U.S. financial institution.

**Office Location and Hours**

**Location:**
100 Franklin Building
3451 Walnut Street
Philadelphia, PA 19104-6270

**Hours:**
9:00am to 5:00pm (Monday, Wednesday, Thursday, & Friday)
10:00am to 5:00pm (Tuesday)
Closed Saturday and Sunday

**Questions**

The purpose of this handout is to give the student an overview of the work-study program. All students receiving work-study funding are subject to policies and procedures as set forth under the Student tab on the Student Employment website at [www.sfs.upenn.edu/seo](http://www.sfs.upenn.edu/seo).

If you have any questions, please visit our office in Room 100 of the Franklin Building located at 3451 Walnut Street, or send an e-mail to seomail@exchange.upenn.edu.