



Student Financial Services

Student Employment

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MEMORANDUM

TO : Penn/Federal Work-Study Award Recipients

FROM: John N. Rudolph, Manager

DATE: August 7, 2017

SUBJECT: 2017-2018 Academic Year - Penn/Federal Work-Study Program

Work-Study Program Dates

The Academic Year (fall/spring) work-study program begins on **August 21, 2017** and ends on **May 13, 2018**. The work-study pay schedule is available on the Student Employment website.

How Can Students Find a Job?

It is the student's responsibility to conduct a job search, apply for jobs, interview, and be hired. A student may only work for a supervisor who has a job listed for the academic year on the Student Employment website. Each job listing contains the supervisor's contact information.

The student must present a copy of their class schedule to the supervisor at the time of the interview, in order to ensure there is no conflict between class times and the work schedule.

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 may 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 of time, you may send a friendly reminder expressing your continued interest in the job.

On-Campus Work-Study Job Appointment

A student **DOES NOT** create a Student Employment Management System (SEMS) account in order to be hired. Through the supervisor's SEMS account, a student is appointed online by the hiring supervisor to a job number using the student's Penn ID number.

An e-mail confirming the student's job 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). Your employing department's business administrator will instruct you 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.

The Affordable Care Act (ACA) requires Penn to notify all new hires of their health care coverage options. The ACA notice will display prior to the completion of Section 1 of the I-9. **Note:** Information for students about the ACA is available on the Student Health Service website at www.vpul.upenn.edu/shs/acafaq.php.

LISTS OF ACCEPTABLE DOCUMENTS

LIST A – Documents that establish Identity and Work Authorization

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 VALID FOR EMPLOYMENT
 - (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION
 - (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Certification of Birth Abroad issued by the U.S. Department of State (Form FS-545)
3. Certification of Report of Birth issued by the U.S. 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

Off-Campus Work-Study Job Appointment

A student may only be employed by a nonprofit organization or government agency. The student **CANNOT** begin working until all required paperwork is completed by the student and employer.

If the off-campus employer you wish to work for is not listed on SEMS, then **DO NOT** accept an offer of employment until the employer's eligibility to hire students is determined by Student Employment. Please contact the Off-Campus Coordinator Tam Nguyen at 215-573-9171 or send an e-mail to nguyentm@upenn.edu.

In order for an off-campus employer to employ work-study students, the employer must sign an agreement with the University that will obligate the employer to pay a 30% matching share of the student's gross earnings up to the maximum amount of the student's work-study award.

New student employees must come to Student Employment to complete the W-4 (Employee's Withholding Allowance Certificate) and online I-9 (Employment Eligibility Verification). Student Employment is located in Room 100 of the Franklin Building, 3451 Walnut Street.

How Are Student Employees Paid?

Federal and University regulations require that weekly hours must be supported by a listing of clock hours worked for each student. University regulations require that a student employee **must** be paid weekly.

Most University departments are using online e-timesheets. The employing department's business administrator will instruct the student regarding the procedures for completing the e-timesheet. The e-timesheet requires a listing of

clock hours, and is electronically signed by the student, and supervisor. Once the supervisor electronically signs the e-timesheet, it is sent to the department business administrator for approval and submission to the payroll system.

A student cannot be paid for lunch, holidays, sick time, and other time off, or for receiving instruction in the classroom, laboratory, or other academic setting.

Payroll Taxes

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. **This exemption does not apply to students employed off-campus by a nonprofit organization or government agency.**

Note: The University made changes to the Personnel/Payroll system in order to improve the University's requirement to withhold and report payroll taxes. This gives the University the added ability to withhold local taxes as required by the tax authority of the individual's permanent residence location, in addition to the local tax withholding based on their work location.

University Policy on Acceptable Use of Electronic Resources

A student employee is **required** to comply with the University's Policy on Acceptable Use of Electronic Resources as summarized below.

The policy is based on the principle that the electronic information environment is provided to support University business and its mission of education, research and service. Other uses are secondary. Uses that threaten the integrity of the system; the function of non-University equipment that can be accessed through the system; the privacy or actual or perceived safety of others; or that are otherwise illegal are forbidden.

By using University electronic information systems you assume personal responsibility for their appropriate use and agree to comply with this policy and other applicable University policies, as well as City, State and Federal laws and regulations.

The policy defines penalties for infractions, up to and including loss of system access, employment termination or expulsion. In addition some activities may lead to risk of legal liability, both civil and criminal.

For more detailed information about the Policy on Acceptable Use of Electronic Resources, please go to the Office of the Provost at <http://provost.upenn.edu/policies/pennbook>.

Frequently Asked Questions

How Many Hours Can a Student Work Per Week?

A student's primary responsibility is their academic achievement. Work cannot be a priority.

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** (see pay schedule on our website for the designated pay periods).

How Can a Student Sign-Up for Direct Deposit?

Students are highly encouraged to sign up for direct deposit of their work-study wages. To sign up for direct deposit, please go to the Student Employment website at www.sfs.upenn.edu/seo and click Direct Deposit.

How Can A Student View the Pay Stub?

Student employees can view their pay stub online through the [Penn portal website](#) and follow the instructions below.

- Under the General tab, go to Payroll and Tax section, click My Pay
- Enter your PennKey and Password
- Displays the most recent pay period. If you wish to view another pay period go to Issue Date and choose the pay period.

How Many Jobs May a Student Have?

While it is preferred that a student have one job, we recognize the need for a student to work an adequate number of hours per week (within established limits) in order to cover personal expenses. A student's number one priority is academic achievement.

The Student Employment Management System (SEMS) can only post **two job appointments** at any given time. Therefore, a student is limited to **two jobs** at any given time.

A student must have permission from their supervisor and business administrator at the first job before seeking a second job. The supervisor and business administrator has the right to deny the student's request to work at a second job. Their decision is final.

What is the Procedure for Changing or Leaving a Job?

The supervisor must be notified when a student intends to change or leave a job. A student is expected to give one week's notice before leaving a position. This gives the department the necessary time to find a replacement for the student, or to adjust the work schedules of remaining employees in order to offset the staffing shortage. Releasing a student from a job is done online by the supervisor. An e-mail confirming the student's release will only be sent to the department's SEMS coordinator.

Office Location and Hours

Location: Room 100 in the Franklin Building, 3451 Walnut Street

Hours: 9:00am to 5:00pm (Monday, Wednesday, Thursday, and Friday)
10:00am to 5:00pm (Tuesday)

Questions

The purpose of this memorandum is to give students an overview of key aspects 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.

If you have any questions, please send an e-mail to seomail@pobox.upenn.edu.