



**Student Employment Newsletter**  
 Student Edition  
 Fall 2016, Issue 1

## STUDENT EMPLOYMENT

The Student Employment Office is committed to giving students the opportunity to satisfy the workstudy component of their financial aid package. In addition, we endeavor to assist students that are not eligible for workstudy to gain employment opportunities on-campus, as well as off-campus, through our partnerships with community service agencies in the area. Students earn money that can be contributed to the cost of their education, while learning skills that will benefit them in the classroom and beyond. Employers benefit from students' talents, insight and enthusiasm.

All students are encouraged to work as a part of connecting to the Wesleyan community regardless of their Federal Workstudy or Term-Time Employment eligibility. To determine if you are Federal Work-Study or Wesleyan Term-Time Employment eligible, please review your financial aid award letter, SIMON portal, or consult with the Financial Aid Office. This information will indicate maximum work-study/employment earnings for the academic year.

**Additional non-workstudy employment is informally posted on the job board located in the Financial Aid Office.** These jobs may be located on or off-campus and have ranged from babysitting to part-time work in a local law office.

Non-work-study eligible students may also wish to inquire directly with departments on-campus as to the availability of non-workstudy jobs. The best way to determine this is to consult the job posting webpage and contact employers to see if they are hiring non-workstudy eligible students. **It is very important that you identify your status as not eligible for work-study when discussing a position with a prospective employer.**

**\* JOB BOARD DISCLAIMER**

*The Financial Aid/Student Employment Office at Wesleyan University does not research the integrity of each employer listing a job due to the volume of jobs received by this office. Therefore, you are urged to undertake this responsibility for yourself. Wesleyan's Student Employment Office acts only as a referral service and makes no particular recommendations regarding potential employers. Neither Wesleyan University nor the Student Employment Office makes any representation or guarantee whatsoever about any position listed on the Job Board, nor does Wesleyan University or the Student Employment Office assume any responsibility for safety, wages, working conditions, or any other aspect of off-campus non-contract employment.*



**Please send any suggestions, comments, or concerns to [workstudy@wesleyan.edu](mailto:workstudy@wesleyan.edu) for future editions!**

## HOW MANY HOURS CAN YOU WORK EACH WEEK?

Trying to figure out how many hours a week you can work before exhausting your workstudy/term-time each semester can be a daunting task. Here is an example of a way that you can **approximate** the number of hours you can work before using up all of your workstudy or term-time eligibility:

Example	
Total workstudy/term-time eligibility	\$1,375
÷ Hourly wage	\$9.60
= Total # of hours you can work	\$143.22
÷ Number of weeks you will work	13
= # of hours you can work per week	11

Once your workstudy/term-time eligibility is exhausted, it will be at the discretion of your supervisor if they will be able to continue your employment. It is integral that you are in communication with your supervisor in this regard.

## ACCESSING YOUR PAYSTUBS AND W-2 FORMS

To access your weekly paystubs and annual statements (W-2), click on the IPay link in your ePortfolio. **Please note that this link is only available if you are connected to a Wesleyan network.** You will be asked to reenter your login information. Once logged in, the system defaults to your paystubs. Click on any of the pay dates to view your weekly paystub. To view your annual statement (W-2), click on the Pay & Taxes dropdown in the top left hand corner and choose Annual Statements to view your W-2.

## FINDING A JOB IN 8 STEPS

1. Visit the job posting webpage: [www.wesleyan.edu/finaid/employment/job-postings/index.html](http://www.wesleyan.edu/finaid/employment/job-postings/index.html).
2. Contact the supervisor(s) or contact person(s) of the position(s) you are interested in. Each job description will include the contact information for the specific position. Note that some positions will require an interview. This is not something that you should be anxious about. In most cases, this is an opportunity for the supervisor to get to know you and ask you some questions to see if you are a good fit for the job.
3. When reaching out to supervisor(s) or contact person(s) for positions that you are interested, you should present yourself as if you were applying for a job outside of the school realm.
4. Positions specific to the upcoming academic year are posted as of August 1 each year. You can apply for jobs at any time they are visible on the webpage as these are the open positions and the webpage is updated on a weekly basis as jobs become available or are filled. Filled positions will be removed from the webpage but may reappear at a later date if additional personnel is needed by the department.
5. Most positions are for the entire academic year unless otherwise noted in the job description or by the supervisor(s) or contact person(s) during the interview/communication. Likewise, positions that require work during scheduled class breaks should be specifically noted in the job description or discussed by the supervisor. If you are uncertain, do not hesitate to ask the supervisor(s) or contact person(s) of the position you are interested in.
6. To determine if you are Federal Work-Study or Wesleyan Term-Time Employment eligible, please review your financial aid award letter, SIMON portal, or consult with the Financial Aid Office.
7. If you are offered the job, be sure that you develop good communication with your supervisor(s) or contact person(s) to include notifying them of changes in your availability/schedule, other positions that you have obtained, and any other concerns that you may have.
8. Lastly, be sure that you have completed your I-9, W-4, and direct deposit forms with the Payroll Office.

## HOW DOES WORKSTUDY/TERM-TIME WORK?

Workstudy and Term-Time are funds that you can choose to utilize by acquiring a job on campus that will pay you directly for the hours you work. Your hourly wage is then partially funded by the respective Federal Workstudy or Wesleyan Term-Time funds.

Your wages earned through the Federal Workstudy or Wesleyan Term-Time programs will never reduce your student and/or family contribution. The monies are paid to you directly and it is up to the student and/or family to determine how this income should be utilized.

## WHAT IF I DON'T FIND A JOB?

The job posting page updates regularly with new positions that open on campus. We encourage you to check back regularly! If you have specific time demands (such as odd class hours or practice/games), you may need to broaden your search to include positions that will accommodate these demands on your time. These positions may not be the ideal job but may have the flexibility and availability to work with your schedule.

## WHAT IF I DON'T EARN ALL OF MY WORKSTUDY ELIGIBILITY OR CHOOSE NOT TO WORK ONE OR BOTH SEMESTERS?

You do not have to pay back any unused portion, nor will you be paid for any unused portion. If eligible, you will be offered Federal Workstudy or Wesleyan Term-Time Employment in subsequent years regardless of whether you choose to take advantage of this opportunity.

## CAN I HOLD MORE THAN ONE POSITION?

Students are allowed to hold more than one position; however, it is important that you advise your employer(s) if you have more than one position that is utilizing your workstudy eligibility. If your employer(s) is not aware, you could run out of funding and be unable to work for the remainder of the semester. It is the combined responsibility of the student and employer to keep track of your earnings to ensure that you do not exceed your total workstudy amount awarded.

## HOW MUCH DO I GET PAID?

Connecticut State minimum wage is \$9.60 an hour as of January 1, 2016 and \$10.10 as of January 1, 2017. Hourly wages will start at this amount and can go up from there. Please see the individual job descriptions on the job posting page for the hourly wage of the position you are interested in.

## HOW OFTEN DO I GET PAID?

Students are paid on a weekly basis and directly deposited into the bank account on file with the Payroll office. Wages will not be credited to your student account.



## WESLEYAN'S NON-DISCRIMINATION POLICY

Wesleyan University is fully committed to a policy of equal opportunity throughout the University, and to this end abides by all applicable federal, state, and local statutes pertaining to nondiscrimination and fair employment practices.

Accordingly, the University recruits, hires, trains, promotes and educates individuals without regard to race, color, religion, national or ethnic origin, age, disability, veteran status, sex, marital status, sexual orientation, gender identity or gender expression. Wesleyan University administers all personnel action such as compensation, benefits, transfers, layoffs, return from layoffs, education, tuition assistance, and social and recreational programs without regard to race, color, religion, national or ethnic origin, age, disability, veteran status, sex, marital status, sexual orientation, gender identity or gender expression.

For further information contact the Equity Compliance Director, Debbie Colucci, of the Office of Equity and Inclusion at extension 2456.

## RIGHTS AND RESPONSIBILITIES OF A STUDENT EMPLOYEE

As student employees, there are many rights and responsibilities for employment on campus. These should be taken seriously, as you are now part of the work unit.

- Time management skills are essential as the student employee should always report to work on time.
- Adhere to supervisor guidelines regarding unscheduled time off from work. Employers rely on student employees to help meet many office deadlines and need to be notified of changes to the expected schedule.
- You have the right to know what is expected of them on the job.
- Student employees have the right to bring to the attention of their employer any problems or concerns that may arise concerning the job.
- Perform the duties assigned to you to the best of your ability.
- Always dress appropriately for the job as specified by their employer.
- It is recommended that you give employers one-week notice if they are resigning.
- Student employees must observe confidentiality policies of the employing department.
- You must sign in and out every time you work indicating the actual hours worked and submit the completed timesheet to the supervisor every Friday. (Those timesheets handed in late will be paid in the next payroll week and will not be eligible for workstudy or term-time wage split which can result in termination or loss of hours.)
- Student employees must notify the supervisor of any job-related accident.
- If the student does not meet the employing department's expectations, the student may be asked to resign.