

STUDENT EMPLOYMENT NEWS



WHAT IS WORK- STUDY OR WES TERM-TIME EMPLOYMENT?

These programs are designed to help students earn money to pay for educational expenses. This is money earned while working during the academic year. It is separate from the student contribution from summer earnings.

STUDENT EMPLOYMENT WEBSITE

The Financial Aid Office has created a Student Employment website that is your one-stop shopping guide to working on-campus. The website can be found at:

<http://wesleyan.edu/finaid/employment/>

The site contains such helpful information as a step-by-step guide to finding a job, frequently asked questions and helpful links.

HOW DO I FIND A JOB?

Students will have access to job postings via the Student Employment website after **August 1, 2009**

Job postings are categorized and provide detailed information about positions on and off-campus, desired hours, pay rates, and direct e-mail links to supervisors to schedule interviews. Incoming students will also have the week of

Orientation to set-up job interviews before the Upperclass students arrive on campus.

Students are encouraged to take a look at the job postings to get a sense as to what jobs are available and what they may be interested in.

If you find something that you are interested in, each job description provides contact information for the supervisor of that position. Send them an e-mail or give them a call to set up an interview.

*It is important to note that **the Job Posting Board is updated daily**. So, check the job board frequently to see the latest job postings.*

HOW MANY HOURS DO I NEED TO WORK?

Students work a maximum of 15 hours a week. We recommend that Freshmen work about 8-10 hours a week. The hours of employment range from 7 am to 2 am depending on the department.

WHAT IS THE HOURLY RATE?

The current minimum wage is \$8.00 an hour. Many departments may pay more depending on the skills they require, and years of experience in the job.

HOW OFTEN DO I GET PAID?

Students are paid every Friday if a Federal I-9 form is on file with Wesleyan (see *Required Forms for Employment* section). Students are responsible for submitting timesheets with employers in order to be paid.

Wesleyan offers and recommends Direct Deposit. Direct Deposit is a simple electronic procedure where the Payroll office deposits your check into the students' bank account on payday. A statement will replace the regular check in students' mailboxes informing them how much was credited to their account (checking or savings).

A Direct Deposit Authorization Form/Application can be found on the Student Employment website.

WHAT IF I DON'T WORK ENOUGH HOURS?

If a job does not offer enough hours, students could still choose to work there and seek another job elsewhere to make up the additional hours.

NOTE: Students can also work over the course of winter and spring breaks during which they can work up to 35-40 hours a week.

WHAT HAPPENS IF I DON'T MEET MY ALLOTMENT?

Students are ultimately responsible for paying any charges made to their student account. This may be done from job earnings and help from family. Students should discuss how these charges will be covered with their parents.



RIGHTS AND RESPONSIBILITIES OF STUDENT EMPLOYEES

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

- The student employee should always report to work on time so time management skills are essential. Please adhere to supervisor's guidelines regarding unscheduled time-off from work. Student employees have the right to know what is expected of them on the job. So if it is not made clear in the beginning of starting a job, ask.
- Student employees have the right to bring to the attention of their employer any problems or concerns that may arise concerning the job.
- Student employees should perform their duties assigned to the best of their ability.
- Student employees should dress appropriately for the job as specified by their employer.
- Student employees must give their employer one week notice if they are resigning.
- Student employees must observe confidentiality policies of the employing department.
- Student employees must sign in and out every time they work indicating actual times.
- Student employees must notify the supervisor of any job-related accident.
- Student employees must submit the completed timesheet to the supervisor on Friday the last day of the payroll period. (Those timesheets handed in after the payroll period will be paid in the next payroll cycle.)
- Student Employees not meeting the employing department's expectations may be asked to resign.

ARE THERE OFF CAMPUS JOBS AVAILABLE?

There is a "Job Board" in the Reception Area at the Financial Aid Office with information about off campus jobs in the Middletown area. Members of the Middletown community often call the Student Employment Office looking for student assistance.

REQUIRED FORMS FOR EMPLOYMENT

The Immigration Reform and Control Act of 1986 requires that the employment eligibility of everyone (including students) be verified before employment begins. Past experience indicates that a majority of students will work on campus as student employees before they graduate. Thus, Wesleyan asks that all entering students complete INS **Form I-9**, Employment Eligibility Verification.

Every frosh and transfer student must present proof of identity and proof of employment eligibility on Arrival Day (August 26th) – note: only original documents will be accepted. All items on List A fill both of these requirements; otherwise the student must present one form of identification from both Lists B and C. An abbreviated list of acceptable identification is provided below. The extended list is available at:

<http://www.wesleyan.edu/financialaid/employment/employmenteligible.html>

List A

Documents that Establish Identity and Employment Eligibility

- U.S. Passport – expired or current
- Certificate of U.S.
- Certificate of Naturalization
- Alien Registration Receipt Card

List B

Documents that Establish Identity

- Photo Driver's license
or
- Photo I.D. Card issued by federal, state, or local government agencies with **or**
- Voter's Registration Card

List C

Documents that Establish Employment Eligibility

- Social Security Card (other than a card stating it is not valid for employment)
or
- Birth certificate issued by a state, county, municipal authority bearing an official seal

In addition, each student must complete state and federal **W-4 forms** in order to be taxed at the appropriate rate. These forms can be found on the Payroll Office website (<http://www.wesleyan.edu/payroll/payrollFormsIndex.htm>)

STUDENT EMPLOYEE OF THE YEAR

Wesleyan University participates in the Student Employee of the Year Program developed by the Northeast Association of Student Employee Administrators. Employers were asked to nominate a student employee who has gone above and beyond the regularly assigned tasks. The students were rated on reliability, quality of work, initiative, disposition and contribution to the employer.

WHO IS THE STUDENT EMPLOYMENT COORDINATOR?

While general questions about the program can be answered by all staff, Sean Martin will be happy to answer specific questions. He may be reached at (860) 685-2800 or by e-mail at smartin@wesleyan.edu.

STUDENT EMPLOYMENT QUESTIONS?

- The Financial Aid Office 2nd Floor, North College.
- Phone: 860-685-2800
- E-Mail: workstudy@wesleyan.edu
- Homepage: www.wesleyan.edu/finaid/employment/

To contact the Payroll Department:

E-mail: payroll@wesleyan.edu

Website: (<http://www.wesleyan.edu/payroll/>)

Phone: (860) 685-2670

Address: 212 College Street

Who's Who in the Financial Aid Office

Jennifer Garratt-Lawton Director

Karen Hook- Associate Director

Sean Martin- Assistant Director

Shannon Sarver – Assistant Director

Katie Neville – Assistant Director

Margaret Neale-Department Assistant

Dawn Hinton – Department Assistant

Jamie Seadeek – Department Assistant