

## Definition of a Student Employee

A student employee is anyone employed by Husson University whose **primary purpose for being at the university is to obtain an education.**



## The Federal Work Study Program

Federal Work Study is an award Administered by the Financial Aid Office to students who have financial need. It is awarded based upon information from the student's FAFSA. The award allows students the opportunity to obtain a job on campus for which there is a job posting. It gives students an opportunity to earn money they can use for educational expenses, personal purchases, as well as build skills and grow their resume.

### FMI...

For more information on the process of obtaining a work study job, please stop by the office or contact us at:



1 College Circle  
Bangor, ME 04401

Phone 207.941.7083  
Fax 207.941.7905

Email:  
mcintyred@husson.edu

Website:  
go.husson.edu  
Student Employment



## Office of Student Employment



Peabody Hall | 941.7083

Monday - Friday  
8:00 a.m.- 4:00 p.m.



## How do I get a work study job on campus?

Students need to submit an application to the department in which they wish to work.

Students can submit applications to multiple departments. The employing department will select students based on their schedule of availability, work experience and skills.

Students can start viewing the job postings in late July-early August by visiting [go.husson.edu](http://go.husson.edu)—**Departments—Student Employment—Job Listings.**

Students who have not been awarded Federal Work Study are eligible for a limited amount of non-work study jobs. They should contact the Student Employment office for further information.

***Students awarded Federal Work Study are not guaranteed employment.***

***It is the student's responsibility to locate a job.***

## Employment Documents

Before a student may begin working on campus, they must fill out all employment documents required by state law. That includes Federal and State W4's and a Form I9. To fill out the I9, in person you must show two **original** forms of identification. **Copies of ID's will not be accepted.** One ID must be a photo ID and the other must prove your US citizenship. Common ones are a social security card or a birth certificate. If you have a current passport, that counts as both forms and can be used.

International students looking for on-campus work must present a photo ID and their student Visa. They will be guided through the process of applying for on-campus work in the United States.

International students enrolled at Husson on a student Visa are **only** permitted to obtain employment on campus as a stipulation of their Visa.



## Payments & Schedules

Students working on campus will be paid on a regular, bi-weekly schedule. See the Student Employment web page for an exact schedule of pay dates for the 2014—2015 year. Direct deposit is mandatory. Therefore, a student must have a checking or savings account established prior to beginning work.

***It is important to remember that a student cannot work, and will not be paid, until all employment documents have been completed.***

Student work schedules will be based upon the department's needs and the student's academic schedule. **Students may not work more than 20 hours per week during the academic year.** It is the responsibility of the student and the supervisor to keep track of hours worked.

Student employees log their hours online using the Employee AoD system. Time-cards are the responsibility of the student to complete and electronically sign off on.

[go.husson.edu](http://go.husson.edu)  
Student Employment

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GAIN EXPERIENCE!  
EARN INCOME!**