Working On Campus

To: Ohio Wesleyan students with work-study eligibility and non-work-study eligibility

This notice contains answers to commonly asked questions about student employment. Ohio Wesleyan University employs approximately 900 student workers during the academic year. These students are employed in most departments and offices performing a variety of roles ranging from office help to research assistant. Student workers start building an employment history and may use the wages to offset some of the cost of education.

What Paperwork Is Required?
• All students must have an OWU Appointment Notice, completed electronically by a Supervisor, before starting a job. New employees must also fill out state and federal tax withholding forms and complete the I-9. To complete the I-9, you must provide original documents showing identity and employment eligibility - a picture I.D. such as a driver’s license, Student I.D. and/or a Passport, etc. Documents that prove eligibility to work in the United States are an original Social Security Card or Certified Birth Certificate with a State issued picture I.D. If a student has a US Passport this will work for both proof of identity and eligibility to work in the United States. For a complete list of acceptable documents visit http://www.uscis.gov/files/form/i-9.pdf Students unable to provide these documents cannot work. You may come to the Human Resources Department in University Hall, Room 003 when you arrive on campus to complete your I-9. Direct Deposit will be REQUIRED unless you are applying your money toward your student account. To complete the Direct Deposit information, you must also provide a copy of a blank check or a form from your bank indicating your account and routing numbers. A form is also required if you choose to apply your pay to your student account.

I Know My Social Security Number. Do I Still Need To Show You The Original Card?
• Yes. Although several documents list your Social Security Number, the original card must be presented if you are using your Social Security Number to show your employment eligibility.

Who can work on campus?
• Student workers are classified according to their eligibility. If you received an award letter from the Financial Aid Office that included a Federal Work-Study award, you are a “Work-Study” student. All other students, including International Students or “Non-Work-Study” students may also work on campus. Student employment is available only to students enrolled full-time.

How Many Hours Can I Work?
• Students generally work 8-10 hours per week depending on their campus job position availability, but are not allowed to work more than 20 hours per week.
How Do I Find A Job?
• Just like in the actual job market, student employees will need to search for a campus job on their own. Students should talk with Professors, Resident Advisors, Staff and Administrators from various offices. Students are encouraged to accept the first employment offers they receive so that they may begin accruing hours as early as possible.

What If I Don’t Like My Job?
• You may change jobs during the year. All students are limited to no more than two jobs at any one time and no more than three jobs over the course of the school year.

Is Work-Study Guaranteed?
• No. You must find a position, complete your paperwork, work the hours assigned and submit your approved hours. Some students may not be able to locate employment due to schedule conflicts, etc.

I Want To Use My Earnings To Pay My Bill. How Do I Do That?
• If you want all or part of your check to go towards your account, simply complete the form in your student employment new hire packet. You may have all or a part of your pay applied to your student account.

Do I Have To Report Student Wages On My Income Tax Return?
• Yes. Federal, state, and local income taxes will be withheld from your check based on the information you supply on the federal and state tax-withholding forms. You will receive a W-2 form just as in any other position. When available, your W-2 can be accessed online through your ADP account.

Will My Student Wages Affect My Financial Aid Next Year?
• Work-study wages may be subtracted from your income when your aid package is constructed. Be sure to list these earnings as “Title IV Exclusions” when you fill out the new federal aid application.

Where can I ask additional questions?
• Please call the Student Employment office at 740-368-3370 or email studentemployment@owu.edu. You can also check out additional information at the Student Employment web page http://studentemployment.owu.edu/.

HAVE A GREAT SUMMER! WELCOME TO OWU!