

# STUDENT EMPLOYMENT

We strongly recommend each student consider part-time employment during the school year. These earnings can help meet a portion of the demonstrated financial need and employment is a good alternative to borrowing when the choice is available. Employment is also optional and may be declined if resources become available from the family to cover this portion of the demonstrated financial need.

## TYPES OF EMPLOYMENT

There are two funding avenues used for student employment:

**Federal Work Study** - These funds are made available in part by the U.S. Department of Education and are awarded by the University of Dayton to students who demonstrate the highest financial need. Monies earned under this program must be counted as a resource available to the student to meet the demonstrated financial need. However, the funds that are earned under this program will be excluded from your earnings when you file the Free Application for Federal Student Aid (FAFSA) for the next academic year. This benefit ensures that your earnings under this program will not negatively impact your grant eligibility next year.

**University Funded Employment** - This non-need based program does not require you to file the FAFSA. Departments at the University of Dayton allocate funds to employ students.

## ELIGIBILITY REQUIREMENTS

Only students who meet the following conditions are able to work at UD:

- Be accepted for enrollment or plan to continue enrollment
- Be enrolled a minimum of six credit hours (undergraduate) or at least three credit hours (graduate) per semester during the regular school year
- Be eligible to work in the United States and provide documentation to that effect (international students must be registered full time according to DHS rules and regulations)

## ELIGIBILITY RESTRICTIONS

The following restrictions apply to all student employees:

- Students are limited to holding one campus position at a time
- Students are permitted to work up to 20 hours per week when school is in session and up to 40 hours per week during vacation periods

## DOCUMENTATION REQUIREMENTS

Before any student may begin working on campus, they must complete the following three forms, available at the Flyers First office, located on the 4th floor of St. Mary's Hall.

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- Federal I-9 Form - this form is required to confirm employment eligibility and must be completed by all student employees before they begin to work\*. Individuals who begin work before completing this form may not receive compensation for their work.
- Federal Tax Withholding Form (W-4) - earnings as a student employee are subject to federal taxes. This form will be used to determine what portion of your earnings will be withheld from your paycheck to pay those taxes.
- State of Ohio Tax Withholding Forms (IT-4 and IT-4NR) - your earnings as a student employee within the State of Ohio are also subject to state taxation. Much like the federal tax withholding form, this state version will determine how much of your earnings will be withheld from your paycheck to cover your state income taxes.

\*Please remember that the Federal I-9 requires that you also bring proof of your eligibility to work in the United States. The most common documents are a valid driver's license and social security card (both must be submitted) or a U.S. passport (good on its own). If you plan to begin working fall term you may want to bring these items with you to campus in August.

## ESTIMATED EARNINGS AND PAY

Students who accept employment will follow the schedule outlined by the individual employer to earn these funds. Students are paid by payroll check on the 10th and 25th of each month for the hours worked during the pay period. Please refer to the chart below to calculate the number of hours per week that you must work to earn the amount offered by financial aid. You are not required to earn this amount but failure to do so will not increase University need-based awards.

Employment is optional and may be declined with no penalty if you choose not to participate in school year employment. Use the pay rate and amount of offered award below to determine the allowable hours (on average) per week (based on 32 weeks per academic year).

AWARD OFFERED AMOUNT:	SCHOOL YEAR PAY RATE (PER HOUR):			
	\$7.40	\$7.65	\$7.90	\$8.15
AVERAGE NUMBER OF HOURS PER WEEK:	7.6	7.3	7.1	6.8
	10.1	9.8	9.5	9.2
	11.8	11.4	11.0	10.7
	12.6	12.2	11.8	11.5

## STUDENT EMPLOYEE HANDBOOK

The Student Employee Handbook lists all of the policies and procedures for student employees at the University of Dayton. If you have a question, it has an answer. A PDF version of the handbook is available at <http://finaid.udayton.edu/go/handbook/>.