

Work-Study Program

Frequently Asked Questions

What is the Work-Study Program?

The Work-Study Program is a form of Federal financial aid. Students earn the funds by working in part-time jobs. Work-Study jobs can complement both educational and career goals while fostering the development of valuable skills and work experience.

How do I receive my award?

Unlike other forms of financial aid, Work-Study is earned and received in the form of monthly paychecks from the University for hours worked in Work-Study jobs. If no work is done, no funds are earned. (Students opting *not* to earn their awards should inform the Office of Financial Aid of their intention so that funds may be redistributed to other students.)

How many hours may I work?

The amount of Work-Study you have been awarded equals the total amount of wages you are allowed to earn in a Work-Study job in the current award year. You can work up to a total of 20 hours per week, but you cannot work during times you are scheduled to be in class.

What types of jobs are available?

Work-Study jobs run the gamut from clerical to technical to manual and everything in between. Students may be found working on campus and off campus, in laboratories, departmental offices, libraries, athletics, recreational facilities, service operations, after-school programs, social service agencies . . . you name it!

Where do I find jobs?

You can find job postings at www.careercenterjobs.org; active jobs will be posted here throughout the school year. And one of the greatest sources for jobs will be the annual Work & Service Fairs co-presented by the Career Development Center and the Center for Civic Engagement, to be held the first Thursday of fall and spring semesters, from 11:00 am to 1:00 pm in the University Center, Forest Grove campus. At the fall job fair (Sept. 1) you will have the opportunity to speak with over 100 recruiters about part-time jobs, volunteer work, internships, and Work-Study positions. If you're prepared, you might land a job on the spot! Bring a job application or resumé.

How do I obtain a job?

On- and off-campus jobs are abundant, but you are responsible for securing your own job. ***Start the process by visiting the Career Development Center in Chapman Hall to pick up your Work-Study packet which will include your Employment Authorization form.*** This form shows your estimated beginning award amount—proving you are eligible to apply for Work-Study jobs—and indicates if you qualify to work in community service positions (which require a *Federal* award as opposed to a *Pacific* award). The form also allows you to write down information about your experience and qualifications that employers may use in lieu of a job application. Once you find a job, your

GET YOUR WORK-STUDY PACKET!

Visit the Career Development Center in Chapman Hall to pick up your Work-Study packet. Staff can answer questions, and assist with forms. Or email careerdc@pacificu.edu with questions or request.

employer will complete a section of your Employment Authorization form that verifies you have been hired. Then you return the form to the Career Development Center so you can be added to Pacific's payroll. Once the Career Development Center has processed your Employment Authorization form, you will be given a copy for your supervisor that permits you to start work.

You will not be able to start work until the Employment Authorization form is filled out completely, approved by the Career Development Center, and a copy is given to your supervisor.

May I work in more than one job?

Yes, you are allowed to work multiple jobs. But remember, you are only allowed to work up to 20 hours total per week. You must inform each of your supervisors if you are working other jobs so that they can monitor your hours accordingly to ensure you do not over-earn your Work-Study award. Each job requires a separate Employment Authorization form.

Is there any other paperwork I need to do?

Yes. All employers are required to have new employees complete a W-4 and Form I-9. The W-4 form determines how much Federal Withholding Taxes will be deducted from your paycheck. The Form I-9 verifies your identity and eligibility to work in the United States and requires specific, ***original*** identification documents for completion. The list of acceptable forms of identification documents can be found on the back page of the Form I-9, and on the Career Development Center website: www.pacificu.edu/career/students/workstudy/index.cfm. Both the W-4 and Form I-9 must be on file for your Employment Authorization form to be processed and ***before*** you begin work. These two forms will not need to be renewed yearly unless there are changes in your status.

How do I get paid?

You will be paid monthly. Timecards are due on the first of every month, and students are paid on the 15th for the previous month's work. Any timecards that are received after the first of the month will be processed on the next month's payroll—that's another month to wait for your pay! Paychecks are picked up at the Pacific Information Center (PIC) on the Forest Grove campus, or you can arrange for direct deposit through the Human Resources office (form included in your Work-Study packet.)

How do I know when my Work-Study runs out?

Your declining allocation balance will be recorded each month on your pay stub. Once your balance is depleted, you will no longer be employed through the Work-Study Program. You should work closely with your supervisor/s to monitor your declining balance. You and your supervisor will be alerted by the Office of Financial Aid when your Work-Study award has nearly been exhausted. You should inform supervisors each month of the Work-Study balance reported on your pay stub, and also let them know if you are working other Work-Study jobs.

What if I have additional questions?

Contact Julie Burris at the Career Development Center in Chapman Hall at 503.352.2877 or careerdc@pacificu.edu. Or visit the Career Development Center's website at www.pacificu.edu/career where you'll find the Work-Study Student Participation Manual to download or view online.

EMPLOYMENT AUTHORIZATION FORM (EAF)

YOU MUST COMPLETE THESE 5 STEPS BEFORE YOU START A NEW WORK-STUDY JOB.

STEP 1

Complete personal information in section 1. Bring this form when applying for work or interviewing for a Work-Study job.

STEP 2

When you are hired, read the acknowledgement statement and sign in section 2. Then give the form to your supervisor.

STEP 3

SUPERVISOR & BUDGET AUTHORITY will complete job details, sign, and fill in wage and codes. Then will return the form to you.

STEP 4

Bring form to the Career Center. CDC staff will process I-9 & W-4 forms, verify your award and job, then sign off and stamp the EAF, and give you the yellow copy.

STEP 5

Bring the yellow, stamped copy of the EAF to your new supervisor on your first day of work.

 Pacific University Work-Study Program Employment Authorization <small>PACIFIC UNIVERSITY IS AN AFFIRMATIVE ACTION, EQUAL OPPORTUNITY INSTITUTION</small>	
Initial Award \$ _____ <input type="checkbox"/> FEDERAL Award: On-Campus Jobs and Community Service Work <input type="checkbox"/> PACIFIC Award: On-Campus Dept. Jobs Only	
1 PERSONAL INFO & EMPLOYMENT INTEREST Complete this section and bring form to your job interview with a copy of your résumé and/or job application.	
Please write <i>FIRMLY</i> and <i>CLEARLY</i> when completing this 3-part form.	
Last Name _____ First Name _____ Student I.D. # _____	
Local Address _____ UC Box _____	
Email _____ Phone _____	
Have you previously worked in Pacific's Work-Study Program? <input type="radio"/> YES <input type="radio"/> NO Are you 18 years of age or older? <input type="radio"/> YES <input type="radio"/> NO	
<input type="checkbox"/> Undergraduate - Major(s): _____ Anticipated Graduation Date _____	
<input type="checkbox"/> Professional School/College: _____ Anticipated Graduation Date _____	
Will you be able to work? <input type="radio"/> Winter Ill <input type="radio"/> Holidays <input type="radio"/> Finals <input type="radio"/> Weekends Career Interest? _____	
Hours available this semester: Mon _____ Tues _____ Wed _____ Thur _____ Fri _____ Sat _____ Sun _____	
Previous work experience: _____	
Special skills that may help you in this position (deical, technical, language, etc.): _____	
2 STUDENT ACKNOWLEDGEMENT Complete this section after you have been hired. After you sign below present this form to your employ supervisor for completion of Part 3, then bring this form to the Career Development Center for final sign-off to start work.	
I have read the job description, and I am able to perform all physical and mental job-related functions of the position, with or without reasonable accommodation. If I am employed, I will comply with all employment-related policies and requirements set forth by the University, including those specified in Pacific University's Student Employment Program Participation Manual. I certify that all answers to questions and additional information that I may have submitted are true and complete to the best of my knowledge. I understand that giving false information, misrepresentation, or omission of information may be grounds for denial of employment or discharge if hired.	
Applicant's Signature _____ Date _____	
3 HIRE CONFIRMATION & DETAILS Community Service Supervisors: Complete only gray portion. On-Campus Supervisors: This entire section must be complete, including both signatures. THEN RETURN FORM TO STUDENT to complete Steps 4 and 5.	
Job Title _____ Dept. or Organization _____	
Hours per Week (20 at most) _____ Start Date _____ End Date _____	
Supervisor Name _____ Signature _____	
Budget Authority _____ Signature _____	
Wage: <input type="checkbox"/> \$8.40 <input type="checkbox"/> \$8.75 <input type="checkbox"/> \$9.25 <input type="checkbox"/> \$9.50 <input type="checkbox"/> \$10.00 <input type="checkbox"/> \$10.25 <input type="checkbox"/> \$10.75 <input type="checkbox"/> \$11.00	
Job ID Code _____ GL Acct# _____	
ANY STUDENT WORK PERFORMED PRIOR TO CAREER CENTER SIGN-OFF BELOW WILL BE BILLED TO THE EMPLOYING DEPARTMENT OR ORGANIZATION.	
4 AUTHORIZATION TO START WORK STUDENT: Bring this form to the Career Development Center for stamp and final approval to start work. W-4 and I-9 forms must be on file.	
<input type="radio"/> I-9 <input type="radio"/> W-4 Career Development Center Authorization _____ Date _____	
5 BEFORE STARTING WORK — BRING YELLOW STAMPED COPY OF THIS FORM TO YOUR SUPERVISOR!	
<small>DISTRIBUTION: WHITE-Career Development Center YELLOW-Supervisor PINK-Human Resources</small>	