



PROVIDENCE
COLLEGE

Office of Financial Aid

Student Employment Frequently Asked Questions!

What is Federal Work Study?

Federal Work Study (FWS) is a unique component available in the Federal Student Aid program that affords students the opportunity to earn funds by working a part time job throughout the academic year to support some of their educational expenses.

How do I know if I am eligible for FWS?

If you are eligible for FWS it would appear on your most recent Financial Aid Notice. If you think you might be eligible for FWS and it does not appear on your award letter, please check with the Office of Financial Aid.

How do I get a job on campus?

Students who have been awarded FWS as part of their package are responsible for securing their own employment. Simply being awarded FWS does not guarantee a job opportunity. Jobs are posted in an online database which can be located if you go to www.providence.edu then Admissions, Undergraduate Financial Aid, Student Employment. Please note, to maximize your chances at securing employment, you can submit your employment application to more than one department at a time.

I was not awarded FWS; can I still get a job?

Students who wish to work during the academic year, but are not eligible for FWS, can still apply through the online database. These students would be considered as Regular Student Payroll (RSP) instead of FWS. **Please be aware that priority is given to FWS students and their applications will be reviewed before RSP applications.**

Can I use the earnings from my job to pay my tuition bill?

It is important to remember that student employment earnings are **not** directly credited to your account. Students are paid on a bi-weekly basis for the hours worked and can manage their funds the way they see fit.

Can I have more than one job on campus?

Yes, with prior approval from the Office of Financial Aid. Students are allowed to have more than one job whether it is two FWS, two RSP positions or one of each **if** one of the jobs offers a limited number of working hours (i.e. less than 5). Just keep in mind that if you have two FWS positions, you run the risk of reaching the FWS amount allocated to you before the academic year has ended. You might want to consider spreading your hours out to ensure that you are able to work throughout the entire year.

How many hours can I work in a week?

Most students work varying hours depending on their class schedule and the needs of the department they are working for. On average, most students work about 12 hours per week. Please note that a student worker is not permitted to work more than 20 hours per week during the academic year whether they have one job or two.

If I have a job, am I allowed to work over school breaks?

Yes! Students are allowed to work over school breaks with permission from their supervisor. The maximum hours allowed for breaks only are 35 hours; 40 if the student has a Community Service job. There is no paperwork to complete, unless your supervisor is changing the pay rate, then the Employment Certification would need to be completed. If you are changing jobs over break, then you would need to complete another Employment Certification Form and online application too.

What forms do I need to complete in order to work on campus?

All forms can be obtained by going to the Required Paperwork section of the Student Employment website. Once all forms have been completed, please return them in person to the Office of Financial Aid, Harkins Hall 215.

- This is my first job on campus, what forms do I need to complete?
 - Employment Certification Form
 - W-4 Form (*If you are claimed by your parents, it is recommended you claim "0" for your tax allowance which will take out your tax liability as you earn your wages*)
 - I-9 Form (*If you have a U.S. Passport it will be the only document you need to provide for this form. If not, a driver's license or another photo ID **and** a Social Security Card or a Birth Certificate with a raised seal are required and must be brought in person to the Office of Financial Aid – photocopies are not acceptable. International students need to show a social security card **and** a passport **or** a social security card **and** a driver's license or Providence College ID.*)
 - Direct Deposit Form – *Highly Recommend (You will need to attach a voided check with this form)*
 - GLBA Evaluation Form – *All College Employees who have access to the Banner Student System or files that contain confidential information must participate in an online PowerPoint slideshow and complete the Gramm-Leach-Bliley Act (GLBA) Evaluation Form.*
 - Summer Employment Resource Form (*This form is only for students who are working during the summer*)
 - Online Application

- I am going to return to the same academic year position, what forms do I need to complete?
 - If you are returning to the same FWS or RSP job you had in the prior year your supervisor should have already placed you on a rehire list and there is no additional paperwork necessary for you to complete.

- I am going to work a different academic year position from last year, what forms do I need to complete?
 - Employment Certification Form
 - Direct Deposit Form – *Highly Recommend*
 - Online Application

- I am currently a student employee who wants to work over the summer, what forms do I need to complete?
 - Employment Certification Form
 - Direct Deposit Form – *Highly Recommend*
 - Summer Employment Resource Form
 - Online Application

I have been hired by a department, when can I start working?

Once you secure a position, you will need to complete the set of requirements listed above that are applicable to your job status. You may not start working until all forms are completed and turned into the Financial Aid Office.

I have submitted all my paperwork but have not received a paycheck, what do I do?

If you are not getting paid, please visit the Office of Financial Aid to make sure that all of your requirements are completed and you have been authorized to start working. If you have completed all of your employment paperwork, then it may be necessary for you to speak with Student Payroll, located in Harkins Hall Room 400.