



Student Employment Policies for Students

Search and Apply for Positions:

Students who have been awarded FWS as part of their Financial Aid Notice are responsible for securing their own employment opportunity. To search for employment opportunities and apply online to the job postings, please go to www.providence.edu from there Click on Admission, Undergraduate Financial Aid, and then Student Employment. Please note to maximize your opportunities you may submit your employment application to more than one department for consideration at a time. It is highly recommended to apply to as many that are within your interest, skills, and abilities since the employment search is competitive.

Regular Student Employment:

If you wish to work during the academic year, but have not been awarded or are not eligible for FWS, can do so through the Regular Student Payroll (RSP). These jobs can also be searched and applied for within our online career site database beginning at the start of the school. However, since priority is given to students with FWS, it may take longer for a RSP applicant to hear back from the department. It is important to stay in contact with the hiring supervisor to periodically check on the status of your application.

Required Paperwork and Online Application:

Once you secure a position you will need to complete and submit required paperwork to the Office of Financial Aid, Harkins Hall 215. **An online application needs to be completed to that specific position before any required employment paperwork may be turned in.** Student employees must not begin working until they have completed and submitted all of the required forms (with exception of the optional direct deposit form). All forms can be obtained by going to the Forms section of the Financial Aid website.

Brand New Hire:

If this is your first job on campus you will need to complete the following:

- 1) Employment Certification Form
- 2) W-4 Form
- 3) I-9 Form
- 4) Direct Deposit Form – Optional
- 5) GLBA Evaluation Form
- 6) Summer Employment Resource Form (summer employment only)
- 7) Online Application

Rehire:

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 the rehire list and there is no additional paperwork necessary for you to complete.

Changing Jobs:

The following forms need to be completed if working a different academic year position from last year:

- 1) Employment Certification Form
- 2) Direct Deposit Form – Optional
- 3) Online Application

Summer Employment:

If you are working over the summer you will need to complete the following forms:

- 1) Employment Certification Form
- 2) Direct Deposit Form – Optional
- 3) Summer Employment Resource Form
- 4) Online Application

To be noted: you will need to complete the set of forms/application above that are applicable to your situation (i.e. brand new hire, change of job).

How Earnings are applied:

It is important to remember work earnings are not directly credited to the student account. Students are paid on a bi-weekly basis for only the hours worked. Students who have FWS may earn up to the award amount listed on the most recent Financial Aid Notice.

More than 1 position:

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 position, you run the risk of reaching the FWS amount allocated to you on your most recent Financial Aid Notice 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.

Resident Assistants:

If you have been hired as a Resident Assistant (RA), you cannot work 2 jobs on campus. RAs are compensated for room and board and typically work 20 hours per week. Because of these reasons, exceptions are not made for RAs being allowed to work 2 jobs.

Maximum Working Hours:

You may not work more than 20 hours per week during the academic year no exceptions. During the summer session and academic year break periods students must not work more than 35 hours per week unless your employment is considered a community service position and then you cannot work more than 40 hours per week. If a student employee exceeds hours permitted per week, disciplinary action will be taken. If student employees falsify or forge timesheets, the violation will result in immediate termination and disciplinary action.

Working over Academic Year Breaks:

You may work over academic year breaks. If you are working the same job there is no additional paperwork or online application necessary for you to complete unless your supervisor is changing your pay rate (i.e. Resident Assistants, Orientation Leaders). In that case you will need to complete another Employment Certification Form. If you are changing positions/jobs over break, then you will need to complete another Employment Certification Form and online application to the new position's job posting.

Web-time Entry by CyberFriar:

All undergraduate students working at Providence College must enter actual hours worked directly into the CyberFriar website to be paid. Student employees are responsible for the accuracy of the hours entered. Students must not work more than 20 hours per week, therefore a maximum of 40 hours per pay period during the academic year (except summer and academic year breaks). All students working 6 or more hour shifts must take a 30 minute unpaid break. This break must be logged into the CyberFriar timesheet. Worked hours should be entered in CyberFriar on a daily basis.

Supervisors are responsible for verifying and approving their student employee's timesheets in CyberFriar. Upon supervisor approval, the hours are processed electronically by Payroll.

Lunch Break:

Employees working a six hour shift or longer must receive at least 30 minute lunch break. It is up to the department to decide if the lunch break is longer. The lunch break must be indicated via web-time entry records. To be noted: lunch breaks are unpaid.

Paychecks:

If you have not received a paycheck, but have submitted hours worked, please visit the Office of Financial Aid to make sure that all of your paperwork/application is completed, submitted, 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.

On-the-Job Injury:

If a student is injured on the job; the student must report the injury to their job supervisor.

Graduation:

Upon graduation from Providence College a student employee may not continue working beyond their graduation date.