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Financial Aid Department - Student Employment Center
Student Employment Newsletter

THIS INCLUDES STUDENT EMPLOYEES!

Important Notice to all Employees Not Enrolled in Payroll Direct Deposit PAY CHECKS WILL BE MAILED

Starting with the November 10, 2009 pay date, your paycheck will be mailed to your W-2 address in file with the Payroll Office. Paychecks will **no longer** be available at the University Cashier's office.

ENROLL FOR DIRECT DEPOSIT ON WEB4U

You are encouraged to enroll for payroll direct deposit so that your payroll funds will be in your bank account on payday. You can now enroll on-line on your [Employee Web4U](#). Click on Employee, Pay Information, Direct Deposit Enrollment. You will need your bank ABA routing number and your account number. If you don't have a check stub to refer to, you can get the ABA routing number with a quick call to your bank. (Your debit card number is not your bank account number).

VERIFY THAT YOUR W-2 ADDRESS IS CORRECT

If you continue to receive paper checks, ensure they will be mailed to your correct address.

What is my current W-2/Employee Permanent address? Look on your [Employee Web4U](#)

Click on Personal Information, Address & Phones-View/Update and scroll to find your W-2/Employee Permanent Address.

Click on the Employee Address/Phone Change form. Enter your correct address **and** check the box for the W-2/Employee Permanent address.

EFFECTIVE IMMEDIATELY: You will need to use your universal login accounts (this is the same as your Novell login) to view any of the Student Employment Center's job postings.

How will this affect you? If you want to check on your own posting, or to view all of the current open postings, you will need to use your universal login when prompted from our website. To post or modify your positions, the process remains unchanged.

Why the change? We have been discussing restricting access of our postings for quite a while. When a recent incident occurred with our off-campus employers, it was agreed it was time to move forward with this restriction. Please contact Caryn Regimbal, x3972, if you have any questions.

Minimum Wage: There will be no increase to Washington's minimum wage in 2010. The Consumer Price Index for the past 12 months has not increased.

The student employment wage rates for 2010 remain unchanged and are posted to the [Student Employment Center's Wage Schedule](#).



Maximum Hours Per Week:

In order to accomplish a reasonable spread of work opportunities and that the work experience does not hamper the student's academic success, students may not work more than 19 hours per week in any combination of on-campus employment.

For additional information about how this policy affects undergraduates and graduates, please visit the [Supervisor's Handbook](#):



Work Study Allocation Clarification:

You are now able to post additional work study positions to go beyond your initial work study position allocation. Please keep in mind federal work study positions are not currently being processed due to funding constraints. Please view the [Classification Guide](#) to see if your open position is a federal or state work study position.