May 18, 2012: Deadline to Request Returning Work Study Students

If your department employs work study students, please ensure you meet the May 18 deadline to request your returning Work Study Student!

Your department received an email with an opportunity to request your current work study students who have completed a FAFSA for 2012-2013 on Thursday, May 10, from the Student Employment Center. Please contact Kathleen Nolan at x2934 if you did not receive our request.

If your department does not currently hire work study students, but would like to find out more about the program, please contact Caryn Regimbal (x3972) or Kathleen Nolan (x2934)

Hiring Documents: New I-9s requested for all student employees

The Student Employee Information Form has been updated for the 2012-2013 academic year. The top of page one of this form includes an offer of employment. As soon as your new student employee signs this form, he or she may go to Human Resources to complete the following:

- I-9 Work Authorization
- W-4 form
- Direct Deposit Paperwork
- Criminal Conviction Verification Form if the student is being hired into a security sensitive position

Please note, per University Policy U5400.11, student employees must complete the I-9 form before they may begin working at Western. In accordance with the policy, compliance will be thoroughly monitored and managed including termination of employment in cases where the University is in violation of the law or postponing employment start dates.

Human Resources requests all student employees submit a new I-9 before beginning work for the 2012-2013 fiscal year (July 1.) It is advised you have your current student employees who will be returning for either summer or fall, 2012 stop by Human Resources before the end of Spring quarter with appropriate documents to complete an I-9. Please contact Stephanie Ludemann at x3306 if you have any questions

Summer Break Employment Policy:
To be eligible to work during the summer, a student employee must have been eligible for student employment during spring quarter and must intend to continue enrollment during fall quarter.

Summer enrollment is not a requirement to work during summer break. After completion of their last final, student employees are allowed to work up to full-time (40 hours per week) during break periods in a student employment position.

**When do graduating seniors lose eligibility?**

A graduating student is eligible for student employment until completion of his or her last final, at which point the student position must be terminated. Graduating students are not eligible for break period employment since he or she will not be enrolling full-time in the quarter following graduation. Students who will be matriculating into another degree or certificate program the following quarter will remain eligible for student employment.