

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 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. 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. And one of the greatest sources for jobs will be the annual Work & Service Fairs co-presented by the Career Development Center and the Humanitarian Center, to be held the first Thursday of fall and spring semesters, from 11:00am to 1:00pm in the University Center. At the fall job fair 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! Spring fair will have fewer recruiters.

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 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 W-4 and I-9 forms. The W-4 form determines how much Federal Withholding Taxes will be deducted from your paycheck. The I-9 form verifies your identity and eligibility to work in the United States. The I-9 requires specific identification documents for completion. The list of acceptable forms of ID can be found in the Work-Study Student Participation Manual, on the back of this flyer, and on the Career Center website: www.pacificu.edu/career. Both the W-4 and I-9 forms 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 have been changes in your status.

How do I get paid?

You will be paid monthly. Time records are due on the first of every month, and students are paid on the 15th for the previous month's work. Any time records 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.

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 may be alerted 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 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: phone 503-352-2877 or email 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.

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.



**FIND YOUR JOB
AT THE FAIR!**

Fall Work & Service Fair

Thursday September 3, 11am – 1pm, University Center

Meet Local Employers and Campus Dept. Reps

- ★ Work-Study Jobs
- ★ Internship Positions
- ★ Part-Time Jobs (Not Work-Study)
- ★ Community Service

Presented by The Career Development Center, Humanitarian Center, and Office of the President.
Co-sponsored by Washington County Sheriff's Office.

READY TO WORK? We need to show the government that our employees are eligible to work in the U.S., so you need to show us some I.D.!

Required Paperwork: Form I-9, Employment Eligibility Verification (Dept. of Homeland Security)

One document from list A, OR one document each from lists B and C. Please review the list carefully. In many cases, ORIGINAL DOCUMENTS are required. Not having the appropriate documents could cause a delay in starting your job!

LIST A	OR	LIST B	AND	LIST C
<p>Documents that Establish Both Identity and Employment Eligibility</p> <ol style="list-style-type: none"> 1. U.S. Passport or U.S. Passport Card 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa 4. Employment Authorization Document that contains a photograph (Form I-766) 5. In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form 6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI 		<p>Documents that Establish Identity</p> <ol style="list-style-type: none"> 1. Driver's License or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address 2. ID card issued by federal, state, or local government agencies or entities provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address 3. School ID card with a photograph 4. Voter's Registration Card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Drivers License issued by a Canadian government authority <p>Persons Under age 18 who are unable to present a document listed above:</p> <ol style="list-style-type: none"> 10. School Record or report card 11. Clinic, doctor or hospital record 12. Day-care or nursery school record 		<p>Documents that Establish Employment Eligibility</p> <ol style="list-style-type: none"> 1. Social Security Account Number card other than one that specifies on the face that the issuance of the card does not authorize employment in the United States 2. Certification of Birth Abroad issued by the Department of State (Form FS-545) 3. Certification of Report of Birth issued by the Department of State (Form DS-1350) 4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal 5. Native American tribal document 6. U.S. Citizen ID Card (Form I-197) 7. Identification Card for Use of Resident Citizen in the United States (Form I-179) 8. Employment authorization document issued by the Department of Homeland Security