

## Student Employment FAQ's

### Where is the Office of Human Resources located?

The Office of Human Resources is located in room A113 in Moench Hall. Our telephone number is: 812-877-8153 or e-mail to [jacks@rose-hulman.edu](mailto:jacks@rose-hulman.edu)

### What is work study?

Work Study is a form of financial aid. It's a **job** that pays an hourly wage; you do not get the award without working.

### What forms do I need to complete prior to working at RHIT?

Prior to starting work at RHIT you will need to complete:

I-9

FERPA (confidentiality agreement)

Direct Deposit Authorization Form

W-4 (federal tax withholding)

WH-4 (Indiana/county tax withholding)

WH-47 (Indiana State tax exemption form for those living in states with reciprocal agreements: Kentucky, Michigan, Ohio, Pennsylvania and Wisconsin)

### Can I begin working before I have my paperwork completed and returned to HR?

No. All forms must be submitted prior to the start of employment as there are legal guidelines for most of the documents. Before beginning to work as a Student Employee, please make sure you have been to Human Resources as they will complete a checklist and sign it for you to take to your supervisor.

### What documentation do I need for the I-9 form?

There are a list of documents that you can provide listed on the back of the I-9 form (some of them are: current passport; driver's license; social security card, certified birth certificate. We are required by Federal law to have the original identification documents. We cannot accept copies or faxes of the identification documents for the I-9.

### How do I record my hours worked?

You will report your hours worked through an electronic timesheet in Banner Web. We have a [one page document](#) located under the [Student Employment](#) link on the Office of Human Resources website to walk you through the Banner Web timesheet process.

### Do I have to record my hours in the pay period that I work them or can I wait and record them all at once?

Yes, you have to record the hours worked on the days that you worked them according to the Fair Labor Standards Act and the Indiana Wage Payment Statute. It is your responsibility to submit your time via Banner Web before the due date; the Office of Human Resources sends an e-mail reminder prior to the due date.

### What do I do if I forget to record my hours worked?

If you forget to record your hours worked by the due date in Banner Web, you can print a “paper” timesheet under the *Student Employment* link on the Office of Human Resources website or come to Human Resources and obtain one. It has to be signed by your supervisor before you return it to Human Resources.

### How many hours can I work per week?

Work study students can work up to 20 hours total per week. Students wanting to earn the full amount of a typical financial aid award of \$1,300 would need to work an average of 8 hours per week over the course of the academic year. It will also depend on the needs of the department you are working in.

### What happens if I run out of work study money?

If you run out of work study money then you need to stop working immediately and see your supervisor and Financial Aid. In some instances, the department may keep you on and pay you out of their departmental budget.

### If I run out of Work Study funds, can I volunteer to work and not get paid?

No, under the rules of the Federal Fair Labor Standards Act, we can't accept volunteer work from any paid employees, including students.

### What happens if I don't like my campus job?

If you do not like your job, then talk with someone in Financial Aid.

### [How and when do I get paid?](#)

You will be paid by direct deposit into a bank account of your choosing every two weeks. There is a [Pay Schedule](#) with the pay dates located under the *Student Employment* link on the Office of Human Resources website.

### [Am I eligible for benefits as a Student Employee?](#)

As a Student Employee you are not eligible for any Institute fringe benefits such as health insurance, dental/vision insurance, retirement plan, vacation, sick, or holiday pay.