

Student Responsibilities - Work Study

As a work-study student, you are responsible for doing the following:

1. Approve your work award by going to Financial Aid, or online through your my.whittier.edu.
2. You must personally bring your completed Student Employment Action Request (SEAR) form to Human Resources, if working a paid position.
3. You must fill out an I-9 and W-4 Form and return to Human Resources before you begin working
 - a. Be sure to bring proper documentation with you for HR to verify your authorization to work in the U.S. as required by the Immigration and Reform Act. Original documents must be provided; copies or faxes will not be accepted. (see back of I-9 for accepted forms of documentation).
 - b. Most common forms of documentation are a form of photo ID and Social Security Card/Birth Certificate or a U.S. Passport.
4. You are responsible for keeping track of your remaining balance (through your my.whittier) and must notify your supervisor once you are near exhausting your funds.
5. You may not work more than 20 hours a week, or 40 hours per pay period for all jobs combined.
6. You must be a full time student (12 credits) to qualify and utilize work awards and exception funding.
7. **Timesheets are due online on a biweekly basis, every other Monday (see web time entry guide), unless noted otherwise.**
 - a. Submit your timesheet the Monday after each pay period by 12:00 pm (see payroll schedule).
 - b. If you do not submit your timesheet on time, notify your supervisor immediately.

FYI: Student Payroll sends out an email at the end of each pay period to the entire student body reminding student workers to submit their timesheets. No exceptions will be made for late timesheets.

8. Enter your hours each day. Do not wait until the last minute to enter and submit your hours.
 - a. If you encounter any problems accessing your timesheet, contact Human Resources or Student Payroll immediately. Do not wait until your timesheet is due.
9. You will pick up your paycheck from the Business Office. You must show your student ID card to collect your paycheck.
 - a. Paychecks will be available the Friday following the end of the pay period (see payroll schedule). No paycheck will be available prior to the pay date.
 - b. **Your paycheck will not automatically be deposited into your student account.** If you wish to apply your paycheck towards your tuition, you must sign over your check to the Business Office every time you pick up your paycheck.
 - c. As a student, you do not have the option to elect direct deposit into your personal bank account.
10. Please note: **You Will Not Be Paid if you do not turn in a completed SEAR form and corresponding paperwork to Human Resources in a timely manner.**

If you have any questions regarding work study please contact:

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