



LEHIGH
UNIVERSITY®

Student Employment Information 2012-2013

The following information is provided to answer some of the questions you may have regarding the student employment programs at Lehigh.

If your Financial Aid award included Federal Work Study or a Work Opportunity Award and you would like to take advantage of these programs, it is highly recommended that you attend the annual student Work Study Information Session and Job Fair. These events will be held during Freshman Orientation. Specific information on these opportunities will be found in the orientation packet you receive when you arrive on campus in August.

What is Work Study?

Federal Work Study (FWS) and Work Opportunity Awards (WOA) are employment programs designed to provide students with an opportunity to earn a portion of their educational expenses through approved Community Service and On-campus jobs. These programs are administered by the Financial Aid Office in conjunction with guidelines set forth by the federal government.



THE HIRING PROCESS

A comprehensive Job Listing is available at the Financial Aid website at www.lehigh.edu/financialaid. All approved positions and their requirements may be found here. Job openings are also posted at www.lehigh.edu/~inhro/ under Job Openings/Work Study.

After you find an appealing position, it is your responsibility to contact the supervisor for an interview. Approach the interview seriously, dress properly and be genuinely interested in the position. During the interview, be sure to ask about the office environment and work hours.

Please be aware that although the scheduling of hours can be flexible, federal guidelines state that you are NOT permitted to work more than 20 hours per week (even if you have more than one job) while school is in session.

Upon being hired for a position, you must submit your Work-Authorization to your supervisor for completion. Your Work-Authorization must be completed and submitted to the Financial Aid Office **BEFORE** you may begin working.

There are currently four wage levels: 1 - \$7.25; 2 - \$8.00; 3 - \$9.00; 4 - \$10.00. Your wage level is determined by your supervisor based on your level of responsibility, experience and required skills.

Very Important!!!!!!

Employment packets, including all required forms will be available at the Information Session and Job Fair and also in the Financial Aid Office. Additional information may be found at www.lehigh.edu/financialaid under Student Employment.

Your supervisor is required to verify your employment eligibility by completing an I-9 Form. **Be sure to bring the following with you to campus: a valid U.S. passport OR a current photo driver's license AND Original Social Security card or Birth Certificate.**

PAYROLL POLICIES AND PROCEDURES

Paychecks are distributed every two weeks for hours worked. A paper or online timesheet must be completed in its entirety and signed by both yourself and your supervisor in order to process a paycheck. In the event of any discrepancies, you will need a copy to determine if an error was made. If your supervisor submits paper timesheets, encourage him/her to keep a copy.

Paychecks may be sent directly to the department in which you are employed or you may choose to have your checks directly deposited into your bank account. Your wages are subject to taxation (including state, local and occupational privilege tax); which requires the completion of a W-4 form for the Payroll Office. **NOTE:** Any change of information, such as home address, or the department in which you work, must be communicated to the Payroll Office.



STUDENTS RIGHTS AND RESPONSIBILITIES

You have the right to:

- * Be employed by more than one department.
- * Receive and review job evaluation forms with your employer.
- * Change jobs if necessary.
- * Discuss any employment problems with your supervisor.

It is your responsibility to:

- * **MONITOR YOUR EMPLOYMENT EARNINGS!** This is critical. You may only earn the amount indicated in your authorization. Earnings in excess of your award will be charged to the department in which you are employed.
- * Submit timesheets in a timely manner, especially at the end of the year.
- * Be dependable, considerate of your employer and perform your tasks to the best of your abilities. It is as much your responsibility as your supervisor's to make sure you are aware of what is expected of you.
- * Complete the Employment Certification procedures. **BEFORE YOU BEGIN WORK**, you must make sure that you have completed and returned the Work Authorization, W-4, I-9 and Confidentiality forms.

- * Complete timesheets accurately and legibly and to ensure they are returned on or before the due dates.
- * Report to work regularly and punctually, and in proper attire. If you think you are going to be late or absent from work, it is your responsibility to contact your supervisor as early as possible so that alternative arrangements may be made.

WHOM TO CONTACT

We hope that the information provided will be of help to you. If you have any questions, please visit our website at www.lehigh.edu/financialaid or contact the Office of Financial Aid at the contact information listed below.

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