Federal Work-Study Program
Student Orientation
Purpose of Session

- How to find a work-study job?
- How to get paid?
- How to monitor work-study earnings?
History of FWS Program

- Established in 1964
- Promotes part-time employment for students with financial need
- Provides work experience related to student’s major or career field
Who is Eligible?

- Student must be awarded work-study as part of their financial aid package

- View Work-Study award on CAESAR
Flexible Jobs

- Academics come first
- 15 hour limit per week
- This is a real job!
Finding a Work-Study Job

- Website
- Job Fair
- Contact departments directly
Job Fair

- Tuesday, September 25th
- 3:00 – 5:00 p.m.
- Norris University Center
  - Louis Room (2nd floor)
JOBS

- Don’t panic

- Fall quarter--more work-study jobs than there are students to fill them

- Find something you will enjoy
Types of Jobs

1. On Campus
2. Off Campus
On Campus Jobs

- Working for the University

- Pay range $11.00-$13.25
On Campus Jobs

- Library
- Norris
- Concerts at Bienen
- Rec. Centers
- Kellogg
- NUIT
- Every department on campus hires work-study students
Off Campus Jobs

- Community Service Program
- 19 not-for-profit agencies in Evanston
- Higher pay $11.00 - $14.00/hr.
Off Campus Jobs

- YMCA
- Evanston Public Library
- Roycemore School
- City of Evanston
- Cultural Arts Div.
- Chandler Comm. Center
- Evanston Art Center
- The Cradle
- Rotary International
America Reads Program

- Tutoring program in Evanston elementary schools
- Flexible (tutor during your free time)
- Commute—bus, bike, EL train, walk
AUTHORIZATION FORM

- Download form from website
- Complete with supervisor
- Return form to Work-Study Office
Northwestern University Work-Study Office
1801 Hinman Avenue, 2nd Floor
Evanston, IL 60208-1270

Work-Study Coordinator: Anne Horne (a-horne@northwestern.edu)

This form must be returned to the Work-Study Office immediately. The student and supervisor should both retain copies of this form for their records.

Student Certification
I agree to accept employment in the department named above for the wage stated. I understand that I will be expected to perform my duties in a responsible manner and to comply with the requirements of the job and the instructions from my supervisor. I further understand that my employment is contingent upon satisfactory job performance and that I may be removed from my position and from the Federal Work-Study Program if I do not meet minimum standards. I will accurately record my work hours and will maintain a record of my earnings in order not to exceed my limit.

Student Signature

Date

Supervisor Certification
I agree to hire the above named student for the wage stated and under the conditions described above. I will supervise the work performed and I will be responsible for approving the Work-Study employee time record for the Payroll Office. I will also be responsible for maintaining a record of student earnings and may not pay students beyond their earnings limit, which may be changed from the amount above by the Financial Aid Office. I understand that participation in the program is contingent upon satisfactory compliance with the policies and procedures outlined on the Work-Study web site. I further understand that any violation of those procedures may jeopardize this department’s participation in the program.

Supervisor Signature

Date
Payroll Set-up…Easy as 1,2,3

- **Three** simple steps:
  
  - **Step 1:** Complete *Electronic I-9/e-Verify*
  
  - **Step 2:** Submit *hiring paperwork and set up direct deposit*
  
  - **Step 3:** Complete your *timecard in the timekeeping system (Kronos)* each pay period
Payroll Set-up…Easy as 1,2,3

- **Step 1:** Electronic I-9 (e-Verify)
  - A Department of Homeland Security Requirement:
    - You must show documents such as:
      - Passport, U.S. Social Security Card, Certified Birth Certificate
  - What can you bring?:
    - [https://www.uscis.gov/i-9-central/acceptable-documents](https://www.uscis.gov/i-9-central/acceptable-documents)
  - Only original documents are accepted
    - NO COPIES
Payroll Set-up...Easy as 1,2,3

- **Step 1:** Electronic I-9 (e-Verify)
  - You must complete the Electronic I-9 process to receive your paycheck
    - **Section 1:** Complete online by your *first* work day
    - **Section 2:** Complete by your *third* work day
      - Complete Section 2 in the HR Operations/Payroll Office or with your department I-9 representative, if applicable
Payroll Set-up...Easy as 1,2,3

- **Step 1**: Electronic I-9 (e-Verify)
  - Northwestern.i9servicecenter.com
Payroll Set-up...Easy as 1,2,3

- **Step 1**: Electronic I-9 (e-Verify)
  - Northwestern.i9servicecenter.com

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**Employment Eligibility Verification**
Department of Homeland Security
U.S. Citizenship and Immigration Services

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**Section 1: Employee Information and Attestation**
(employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer)

<table>
<thead>
<tr>
<th>Last Name (Family Name)</th>
<th>First Name (Given Name)</th>
<th>Middle Initial</th>
<th>Other Names Used (if any)* If you have no other legal names, enter N/A.</th>
</tr>
</thead>
<tbody>
<tr>
<td>De</td>
<td>John</td>
<td>Optional</td>
<td>Type N/A if you have had no other names.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address (Street Number and Name)</th>
<th>Apt. Number</th>
<th>City or Town</th>
<th>State</th>
<th>Zip Code</th>
</tr>
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<tbody>
<tr>
<td>123 Fake Street</td>
<td></td>
<td></td>
<td>IL</td>
<td>60201</td>
</tr>
</tbody>
</table>

**Date of Birth (mm/dd/yyyy)**
01/01/1966

**U.S. Social Security Number**
1234567890

**E-mail Address**
johndoe2020@u.northwestern.edu

**Telephone Number**
947-401-7262

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

1. I attest, under penalty of perjury, that I am (check one of the following):
   - A citizen of the United States
   - A noncitizen national of the United States (See instructions)
   - A lawful permanent resident (Alien Registration Number/USCIS Number):
   - An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy)
     - Indefinite
   - Some aliens may write “N/A” in this field. (See instructions)

For aliens authorized to work, provide your Alien Registration Number/USCIS Number OR Form I-94 Admission Number:

1. Alien Registration Number/USCIS Number:

OR

2. Form I-94 Admission Number:

If you obtained your admission number from CBP in connection with your arrival in the United States, include the following:

*Foreign Passport Number:*

*Country of Issuance:*

Some aliens may write “N/A” on the Foreign Passport Number and Country of Issuance fields. (See instructions)
Payroll Set-up…Easy as 1,2,3

- **Step 2**: Submit hiring paperwork
  
  **Personal Data Form**
  1. Complete the form
  2. Give the completed form to the department staff member who coordinates payroll
  3. Your department will complete the job information section of the form and submit it to the HR Operations Office

- **Tax Forms**
  - Federal Form W-4
  - Illinois Form W-4
    - Since you are working in Illinois, you will have Illinois income tax withheld from your paycheck
  - Work-study students do not pay U.S. social tax (Social Security or Medicare)
Payroll Set-up...Easy as 1,2,3

- **Step 2: Payroll Direct Deposit**
  - Enroll in direct deposit to receive your pay directly in your bank account (no paper checks)
  
  - Submit bank details online in myHR Self-Service at “Pay > My Direct Deposit”
  
  - You will be able to enter your bank info *only* after your paperwork has been processed
Payroll Set-up…Easy as 1,2,3

Step 3: Enter your work hours into the time system (Kronos)

- Kronos is used to record work hours each pay period

- Only accessible on-campus, unless the Northwestern VPN is used

- Must submit your time by the deadlines to be paid correctly and timely
Payroll Set-up…Easy as 1,2,3

- **Step 3**: Enter your work hours into the timekeeping system (Kronos)
  - Time must be entered by the end of each pay period
    - Manual time entry vs. Time clock entry
  - Paid *every two weeks*
Payroll Set-up…Easy as 1,2,3

- Kronos Access - northwestern.edu/hr
  - Use your Northwestern *Net ID and password* to access Kronos

![WORKFORCE CENTRAL® Version 6.1](image)
Payroll Set-up... Easy as 1,2,3
Payroll Set-up...Easy as 1,2,3

- Additional Useful Information
  - Use myHR to manage your job information: myHR.northwestern.edu
Payroll Set-up…Easy as 1,2,3

- Additional Useful Information

- A summary of your yearly earnings (Form W-2) will be mailed to your local (Illinois) address by January 31, 2019

<table>
<thead>
<tr>
<th>22222</th>
<th>Void</th>
<th>a Employee’s social security number</th>
<th>For Official Use Only ▶ OMB No. 1545-0008</th>
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<tbody>
<tr>
<td>b</td>
<td>Employer identification number (EIN)</td>
<td>1 Wages, tips, other compensation</td>
<td>2 Federal income tax withheld</td>
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<tr>
<td>c</td>
<td>Employer’s name, address, and ZIP code</td>
<td>3 Social security wages</td>
<td>4 Social security tax withheld</td>
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<tr>
<td></td>
<td></td>
<td>5 Medicare wages and tips</td>
<td>6 Medicare tax withheld</td>
</tr>
<tr>
<td></td>
<td></td>
<td>7 Social security tips</td>
<td>8 Allocated tips</td>
</tr>
<tr>
<td>d</td>
<td>Control number</td>
<td>9</td>
<td>10 Dependent care benefits</td>
</tr>
<tr>
<td>e</td>
<td>Employee’s first name and initial</td>
<td>Last name</td>
<td>Suff. 11 Nonqualified plans</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>12a See instructions for box 12</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>12b</td>
</tr>
<tr>
<td></td>
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<td>12d</td>
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<td></td>
<td></td>
<td></td>
<td>13 Statutory employee</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Retirement plan</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Third-party sick pay</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>f</td>
<td>Employee’s address and ZIP code</td>
<td>14 Other</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>15 State</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>16 State wages, tips, etc.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>18 Local wages, tips, etc.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>20 Locality name</td>
</tr>
</tbody>
</table>
Payroll Set-up…Easy as 1,2,3

- **Bringing It Together**
  - **Three** simple steps:
    - **Step 1:** Complete Electronic I-9/e-Verify
      - northwestern.i9servicecenter.com
      - Bring original, acceptable documents
    - **Step 2:**
      - Submit paper forms to your department:
        (a) Personal Data Form
        (b) Federal and Illinois W-4 Forms
          - www.northwestern.edu/hr/payroll
      Enter your bank/direct deposit info online:
      - myhr.northwestern.edu
    - **Step 3:** Complete your timesheet each pay period
      - www.northwestern.edu/hr
Payroll Set-up…Easy as 1,2,3

- **HR Operations/Payroll Office**
  - **Contact Information**
    - [www.northwestern.edu/hr/payroll](http://www.northwestern.edu/hr/payroll)
    - 720 University Place (South Campus)
    - Payroll Office: 847-491-7362
    - Timekeeping Support (Kronos): 847-467-7606
Work-Study Award is Earned

- You decide how to use the money

- Personal expenses (books, laundry, transportation costs, shampoo, movies, pizza)
Monitoring your Work-Study Award

- Student and Employer are responsible

- Amount awarded for academic year (September 27th through June 15th)

- Based on award amount, figure out your schedule
FEDERAL WORK-STUDY ALLOTMENT TABLE

Below is the estimated number of hours per week a student may work during the academic year (3 quarters = 30 weeks) to earn the allotment listed.

<table>
<thead>
<tr>
<th>Hourly Wage</th>
<th>$2900</th>
<th>$3000</th>
<th>$3500</th>
<th>$4000</th>
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<tbody>
<tr>
<td>$11.00</td>
<td>8.8</td>
<td>9.1</td>
<td>10.6</td>
<td>12.1</td>
</tr>
<tr>
<td>$11.15</td>
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<td>8.9</td>
<td>10.5</td>
<td>12.0</td>
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<td>8.8</td>
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<td>11.6</td>
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<td>8.2</td>
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<td>8.1</td>
<td>8.3</td>
<td>9.7</td>
<td>11.1</td>
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<tr>
<td>$13.00</td>
<td>7.4</td>
<td>7.7</td>
<td>9.0</td>
<td>10.3</td>
</tr>
</tbody>
</table>
Warning Notices

- Student is emailed when < $700 left to earn in award

- Supervisor copied
Student’s Options after Warning

- Cut back on your hours
- Ask supervisor, “Can you pay me as a ‘temp’?” (100%)
- Stop Working
Not Working Fall Quarter?

- Let Work-Study Office know

- Work-study award will be cancelled in December if no Authorization Form received
NU loves W-S Students

- Valuable service to Northwestern and Evanston community
- “win-win” situation
- Earn money for college expenses and gain work experience
Work-Study Office

1801 Hinman Ave, 2nd floor
(corner of Hinman and Clark)
847-491-7574

- NUworkstudy@northwestern.edu
- http://undergradaid.northwestern.edu/work-study