

### PLAIN FACTS FOR STUDENTS - CLA - GRAD - LAW

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| <i><b>Who can work?</b></i>  | <p><b>Academic year rule:</b> to be eligible to work through the Campus Employment Program, a student must be 1) actively registered for at least half-time status each full term worked <b>and</b> 2) eligible to work in the United States.</p> <p><b>Summer rule:</b> to be eligible to work through the Campus Employment Program, a student must be 1) actively registered for at least one class each summer session OR pre-registered in good standing for the fall term per academic year rule above, <b>and</b> 2) eligible to work in the United States.</p> <p><b>Academic and Summer exception:</b> These cases will be reviewed by the Campus Employment Program Manager.</p> |
| <i><b>What is work-study? Do I qualify?</b></i>                        | A work-study award may be issued as part of a financial aid package. Your financial aid officer can help you determine eligibility. Work-study may be granted from three funding sources, Federal, State, and Hamline funds. If your financial aid package does not include work-study, and you wish to work on campus, please see your financial aid officer to determine eligibility for one of these awards.  |
| <i><b>What is a Campus Employment Eligibility Card?</b></i>            | Issued through Human Resources, your Campus Employment Eligibility Card states your name, Hamline ID number, and your work-study award status. For students with work-study awards, cards are issued at the start of the fall semester. If you do not have an award but plan to work on campus, request a card in person at Human Resources. You show this card to prospective on-campus employers so they can tell if you qualify for employment under their budget requirements. If you work in more than one department, be sure to notify them that you are employed elsewhere on campus.  |
| <i><b>Can I work on-campus if I don't have a work-study award?</b></i> | Many students who do not have work-study awards will still be able to seek employment on-campus. Departments have limited funding to hire students without awards. This is controlled by the hiring department, based on their budget requirements. Your <b>Campus Employment Eligibility Card</b> (see above) will be helpful as you discuss employment options with prospective supervisors on-campus. We also encourage you to check with your financial aid officer to see if you would qualify for an award.  |
| <i><b>What is on-campus employment?</b></i>                            | On-campus employment means working at Hamline as a student employee, for a Hamline department, office, division or faculty member. There are positions which are situated at Hamline that do not qualify - working in the SBA or Hamline Bookstores, or working at Ikon Copy Center for example. These are considered off-campus sites, see reverse side for off-campus employment information. Consult with Human Resources if you are not sure that the site qualifies.  |
| <i><b>How do I find a job on campus?</b></i>                           | Check the online posting of positions that is on the Human Resources website. Here you will find all open positions for on/off campus. You will be directed in the job description where to send your resume. Many departments will request a resume or application, and you can expect to be interviewed for campus positions. There are also pink posting sheets that are posted around campus once a week. You are encouraged to go around campus on your own and drop off a resume in various departments where you have an interest in working.   |
| <i><b>What are the wages? How am I paid?</b></i>                       | The base wage for on-campus positions is \$7.25 effective 7/24/09. Employers have the option of paying more than the base wage, subject to the job description and to their own budget restrictions. You will be paid on a bi-weekly basis. Visit the HR/Payroll website for detailed information regarding submission of time. Direct Deposit is encouraged, otherwise checks can be picked up in the Cashiers Office.  |
| <i><b>How many hours can I work?</b></i>                               | During the academic year, CLA students are limited to 25 hours per week in on/off campus employment. International Students are limited to 20 hours per week, based on INS regulations. The ABA limits Law students to 20 hrs/wk for all jobs combined. If you work for more than one department, these limitations apply to all jobs combined. During summer months and breaks, and winter term, students may work up to 40 hours per week. The number of hours worked is arranged through your supervisor, subject to their budget restrictions.   |
| <i><b>What paperwork must I complete?</b></i>                          | When you secure a job on-campus, you will need to complete the standard W4 and I9 paperwork through the Payroll Office in Old Main - Lower Level. Please note that different paperwork is required for off-campus sites.   |

**See the other side for more information and for off-campus work-study.**

**PLAIN FACTS FOR STUDENTS**
**SIDE TWO**

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| <p><i>What is off-campus work-study?</i></p>                             | <p>A student who qualifies for campus employment AND has a Federal or State work-study award may elect to use their award in an appropriate off-campus position. This would include, for example, working at a nonprofit organization, America Reads tutoring, Community Action Alliance, working for a governmental division, among others.</p>   |
| <p><i>How can I find off-campus positions?</i></p>                       | <p>Many students find these positions through the traditional job search method - networking! Contact the office of Service Learning and Volunteerism in the Student Center for information about the Community Action Alliance. In addition, Human Resources receives notices from some off-campus sites. You may also find Faculty members who will assist you with locating a position.</p>   |
| <p><i>What are the wages?<br/>How am I paid?</i></p>                     | <p>Wages for off-campus work-study are set by the employer. They are responsible for covering a percentage of your pay. Generally, this is 25% for a nonprofit, and 50% at a for-profit organization, but this is determined through the Campus Employment Program Manager in Human Resources. A contract is issued securing the arrangement between the site and Hamline University. You are considered an employee of Hamline University, your salary is issued through Hamline, and the site is billed for their portion of your pay. You will be paid bi-weekly. Visit the HR/Payroll website for detailed information regarding submission of time. Direct Deposit is encouraged, otherwise checks can be picked up in the Cashiers Office.</p> |
| <p><i>How many hours can I work?</i></p>                                 | <p>If you are electing to earn your work-study award through approved off-campus employment, you may work only until you have earned your Fed/State award amount. The number of hours worked will be determined by your rate of pay and your award amount. The ABA limits Law student to 20 hours of employment per week for all jobs combined. If you have an off campus job and add an on-campus job, the total hours worked can not exceed 20 hours per week.</p>   |
| <p><i>What paperwork must I complete if I find a job off-campus?</i></p> | <p>Complete an Off-Campus Work-Study Contract Request form, available in Human Resources. Please read the instructions carefully! Return the form to Human Resources, and pick up the contract when indicated, usually the next business day. It is your responsibility to secure the signatures from the employing site, as well as to sign your portion of the contract. After all signatures are secured, return the signed contract to Human Resources. You will also need to complete the standard W4 and I9 paperwork through the Payroll Office.</p>  |
| <p><i>Can I earn more than my award amount?</i></p>                      | <p>No, not through this program. The student is responsible for informing the site of their earnings status, and not working beyond their award amount. If the site wishes the student to continue, they must hire them directly. Please keep in mind that all earnings count towards award satisfaction - not just the earnings supported by Hamline. If you are employed at a site paying 25% of your wages, and have an award totaling \$1000.00, you have earned your award when <b>you</b> have been paid \$1000.00, even though the site has paid \$250.00 towards the award.</p>  |
| <p><i>Questions about on- or off-campus work-study?</i></p>              | <p>If you have questions about eligibility, finding a job, or off-campus work, please contact Lori Larkin, Campus Employment Program Manager, in Human Resources, Old Main - Lower Level, 651-523-2947. If you have questions about your paycheck or other payroll issues, please contact Mary Severson, Payroll Coordinator, in the Payroll Office, Old Main - Lower Level, 651-523-2495. If you have questions about your financial aid package or your work-study award, please contact the Financial Aid office, Law/Grad Building at 651-523-3000.</p>  |

**Campus Employment Program**
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**Old Main - Lower Level**
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