

Student Employment

Student employment opportunities can be found in a majority of offices/departments on campus and they vary in degree of difficulty and wage rate. There are also some off-campus community services employers who hire work-study eligible students.

There are two types of student employment: work-study and student assist. You can determine whether you have been awarded work-study by checking your aid offer. Your work-study offer represents the amount of money you are eligible to earn through a work-study job, often in the form of a bi-weekly paycheck. Work-study is different from other types of financial aid because you do not receive work-study monies until you find a job and begin working.

A work-study offer **is not a guarantee of a job nor a guarantee that you will earn all of your offer amount**. An offer simply authorizes you to participate in the program and sets a limit to the amount you can earn.

Student assist functions the same as work-study (same job title, job duties, pay-rate, etc.). However, all students that meet employment eligibility requirements are able to participate.

Almost every department can hire students under either employment type, but you should contact the department you are interested in to see if work-study is a requirement.

To participate in the student employment program, here is what you need to do:

1) Apply for a Job

Student employment job openings are posted on Handshake, UW-Superior's web-based recruitment system: www.uwsuper.edu/career/handshake/index.cfm. User instructions are available on the website. You may apply for any student employment job(s) in which you are interested; application instructions are detailed in the individual job postings.

2) Complete Payroll Paperwork When You Are Hired

If you are hired, your supervisors will complete an employment contract with you. You **must** also complete employment paperwork **BEFORE** you begin working. The I-9, W-4, and other payroll forms are available at the Financial Aid Office, and on our website: <https://www.uwsuper.edu/finaid/stemp/newhire.cfm>. When you turn in your forms, you must present valid identification documents as described on the I-9, so that we can complete the employer's section of that form. Typically, a student employee will present a driver's license and social security card or birth certificate, but in lieu of these a US passport is acceptable. A criminal background check must also be done for new student employees. The Student Employment Office will notify you and your supervisor when you can begin working.

You will be paid through the University's bi-weekly payroll system according to the pay rate and number of hours you work. Again, if you are work study eligible, **your work-study earnings are not applied toward your bill at the University; they go directly to you.**

Student Employment FAQs

Q: Can I have more than one job?

A: Yes, you may work multiple jobs, including a combination of work-study and student assist jobs.

Q: How many hours can I work?

A: Student employees must work 25 hours or less per week, excluding work-study hours, to comply with the Affordable Care Act (ACA).

Q: What happens when I've earned all of my work-study?

A: When you have earned your entire offer, your work-study position ends. Some departments choose to have students continue as student assist employees once their work-study is gone. This is at the discretion of the department.

Q: Do I have to claim student employment earnings on my income taxes?

A: Yes, student employment earnings are considered taxable income. Taxes will be withheld according to the specifications on your W-4 form and a W-2 will be mailed to you in January. However, your work-study earnings, if applicable, will not be counted as a resource when calculating future financial aid.

Q: What happens if I don't find a work-study job and I've accepted work-study?

A: If you are not able to find a job, you will not earn your work-study offer. It will not affect your eligibility to receive work-study in the future. You may opt to decline your work-study and pursue additional or more desirable loan funding, if eligible.

Q: Can the amount of my work-study offer change?

A: Yes, your work-study offer may change during the academic year. If unanticipated resources (e.g., scholarships) affect your aid package, we may need to decrease your work-study. If you utilize your entire work study offer, you are able to request that we review your eligibility for an increase.

Q: If I don't earn my fall semester work-study offer during the fall, can I earn it in the spring?

A: Yes, provided that you are enrolled at least half-time. Likewise, if you earn your entire fall semester offer in the fall, you may begin earning your spring semester offer as long as you are registered at least half-time for spring.

Q: I'm a distance learning student and I don't live in the area. What should I do?

A: Our student employment jobs are located either on campus or in the Superior community. If you do not live in the area and are not willing/able to commute, please decline your work-study offer.

Q: Why didn't I receive work-study in my financial aid offer?

A: You may have not been offered work-study for a couple of reasons: on your FAFSA, you indicated that you are not interested in work study, or based on the information included on your FAFSA, you do not exhibit enough financial need to be eligible for work-study. If you are interested in work-study and have not been offered it, please contact our office to determine if you are eligible.