

Hiring a Federal Work Study (FWS) Student



**FAIRLEIGH
DICKINSON
UNIVERSITY**

Career Development

What is Federal Work Study (FWS)?

- **FWS is a component of the student's financial aid package that he/she is expected to earn through an on-campus position or via community service at a non-profit or public agency, serving the public interest.**
- **Salaries for FWS students are not part of department budgets. Students are paid \$9.28 per hour.**
- **Students typically work 4-8 hours per week depending on the amount of their grant, their schedules and their employers' needs.**
- **This year there are approximately 1,900 students who qualify for some type of FWS award – 1050 (Florham); 850 (Metro)**


Steps to Hiring a Federal Work Study (FWS) Student

- 1) Create a job description and post it with Career Development**
- 2) Review applicants and verify their eligibility**
- 3) Hire the student and provide the forms:**
 - Student Employment form**
 - I-9 (proper ID required)**
 - W4**
 - Direct Deposit form**
- 4) Verify documentation and return the forms to Payroll for processing**

Posting a Position

- Career Development uses a database called CareerQuest (Symplicity)
- If you have posted before, send an e-mail to career@fd�.edu to request that your posting be reactivated. In the subject line – Repost FWS position. Include the department, the person/e-mail to receive the resumes and the deadline date.
- To create an account and post a new position, go to: www.fdu.edu/career
- On the right-hand side, click Employer sign-in <https://fd�-csm.symplicity.com/employers/>. Then click Sign up and Post Job.

Posting a Position *continued*



Sign Up and Post Job

[SIGN IN](#) [FORGOT MY PASSWORD](#) [SIGN UP](#) [SIGN UP AND POST](#)

* indicates a required field

Employer Information

Please provide as much information as possible.

Organization Name *

Fairleigh Dickinson University

Description *

Enter a brief description of your organization.

Contact Information

Please provide as much information as possible.

Salutation
(Mr., Ms., Mrs., etc)

Full Name *
(First Mi Last)

Title *

Division
FDU – Metropolitan – Purchasing

Email *

Phone *
(###) ###-####

Posting a Position *continued*

Contact Type

- ☒ Hiring Manager
- ☐ Recruiter
- ☐ Alumni
- ☐ Board Member
- ☒ Faculty/Staff
- ☐ Friend/Other

Services *

- ☒ On-Campus Recruiting
- ☒ Job Postings
- ☐ Resume Book
- ☒ Profile
- ☒ Profile Viewable Contact
- ☒ Career Fair
- ☒ Information Sessions

**Make sure
these
boxes are
checked!**

Position Type *

- ☐ Full Time
- ☒ Part Time
- ☐ Internship
- ☒ On-Campus Employment
- ☐ Temporary/Seasonal
- ☐ Volunteer/Community Service

Restrict Applications / Activate Screening *

Choosing "yes" will restrict applications for this position to only those students who meet the screening criteria you set.

☒ yes ☐ no

Choosing Yes will allow you to screen

Job Title *

FDU – Metropolitan – Purchasing

Job Description *

**Only applicants who are eligible for
FWS will be considered.**

Posting a Position *continued*

Specify your campus

NJ - Florham (Madison)
 NJ - Metropolitan (Teaneck)
 NJ - Rutherford
 Canada - Vancouver

Choosing UG
 or specific
 class years
 will narrow
 your pool of
 applicants

Major

ADD...

Degree Level

PhD
 MS
 MBA
 UG
 GR

Class Level

Freshman (Year 1)
 Sophomore (Year 2)
 Junior (Year 3)
 Senior (Year 4)
 Graduate Student (Year 1)

Eligibility - Metro

- **Students must check with Financial Aid to confirm whether they have FWS**
- **If they have been offered a grant, they must accept it online in Web Campus**
- **At Metro, the green/white Student Personnel Information Notice-FWS forms are available at Financial Aid and Career Development. Career Development will complete the middle section. This confirms their eligibility and the number of hours available to work.**

Eligibility - Florham

- **Students must check with Financial Aid to confirm whether they have FWS.**
- **If they have been offered a grant, they must accept it online in Web Campus.**
- **At Florham, Financial Aid will provide the green/white Student Personnel Information Notice-FWS form and complete the middle section. This confirms their eligibility and number of hours available.**

The Forms

- **Student Personnel Information Notice-FWS (SPIN-FWS)** form – green/white, available at Financial Aid
- **I-9** (proper ID required)



Sample IDs: A – US Passport; B – State License, FDU ID; C – SSN Card, Birth Certificate

- **W4** – Students should check with their parents or guardians if they aren't sure how to fill this out.
- **Direct Deposit** – Strongly recommend this option. Students will experience delays in getting their hard-copy checks. They can use a voided check or screenshot of their online account info.

Tips

- **Consider adding meaningful projects for your FWS workers. Students can use their FWS award to gain career-related experience that relates to their major or career interest. Think about what would look good on their resumes!**
- **Incorporate a mix of short-term and long-term projects that will keep your students busy and alleviate the workload for your department.**
- **Have a “back-up” supervisor for days when their primary supervisor may be out of the office.**
- **Encourage them to practice professionalism in terms of their communication and presentation.**
- **Meet with your students regularly to address any issues and ask their input. Consider doing an evaluation at the end of each term.**

FAQs

- How do I know if a student is eligible for FWS?
 - The student should have the SPIN-FWS form with the middle section completed by Financial Aid (Florham) or Career Development (Metro)
- How many hours can a student work per year/semester?
 - The average grant ranges from \$1000 - \$1500 which allows for 107 – 161 hours per academic year
- How much do I pay my FWS student?
 - FWS students earn \$9.28 per hour
- Can my student work more hours in the Fall versus the Spring or vice versa?
 - Yes. The grant is divided over two semesters but the grant is for the entire academic year. This also means a student does not need to complete a new form from Fall to Spring within the same academic year.
- What happens if my student runs out of money?
 - If it appears a student will run out of funds before the end of the school year, the student should visit Financial Aid to see if additional funding is available.
- If I hire the same student year after year, do I need to complete a new SPIN-FWS form?
 - Yes. The student must submit new FAFSA forms every year to determine their Financial Aid package. There is no guarantee that a student will be eligible again or that the grant amount will be the same year after year.

Questions?

Career Development

Metro Campus

201-692-2193

University Hall, Second Floor

Florham Campus

(973) 443-8945

Student Center, First Floor

[career@fdû.edu](mailto:career@fd�.edu)

www.fdu.edu/career

Thank you!

Student Hires

Payroll Information

Student Workers

- **Domestic Students**
 - **Federal Work Study**
 - **Student Workers**
 - **Graduate Assistants**
- **International Students**
 - **Student Workers**
 - **Graduate Assistants**

STUDENT PERSONNEL INFORMATION NOTICE -FWS
Student Employees
Federal Work Study – only

This form must be completed for EVERY SEPTEMBER for all students employed by the University and for all changes.

Academic Year		Registration Campus	New Hire	Change	Effective Date
[][][][] - [][][][]		T/H [] F/M []	[]	[]	[][][][][][][]
					Student ID Number
					[][][][][][][]
Name: _____					SSN
(Last)		(First)	(MI)		x x x - x x [][][]
Address: _____ _____					
Phone: (____) _____ (H) (____) _____ (C)					
Male	Female	Date of Birth			
[]	[]	[][][][][][][][]			
Race/Ethnicity <input type="checkbox"/> Asian <input type="checkbox"/> Black <input type="checkbox"/> Hispanic <input type="checkbox"/> Native American <input type="checkbox"/> Caucasian					

Interested in a Community Service Position?

I understand that by signing below, I am agreeing to uphold the responsibilities associated with being placed in a *Federal Work-Study* position. I understand that my position has the same requirements as a "traditional" part-time job, and I will act accordingly.

Student Signature: _____ **Date:** _____

Federal Work-Study Section: ☐ Verification Completed ☐ Still in Verification

Student approved for work from _____ to _____ Type of Job: ☐ FWS ☐ Community Service

Award Amount \$ _____ Total hours for year: _____

Staff Signature: _____ Date: _____

Note: Metropolitan students, must be signed by Career Development – Florham students must be signed by Financial Aid

Note: Metropolitan students, must be signed by Career Development – Florham students must be signed by Financial Aid

	Department Account No.																				
Hiring Dept: _____	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>																				
Dept/Campus where services performed: _____																					
Hours per week: <table border="1" style="display: inline-table; border-collapse: collapse; width: 40px;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>			Anticipated Termination date: <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>																		

Students may not work more than twenty (20) hours per week when classes are in session.

Indicate any other University departments employing this student:

(FWS students may only hold one FWS position – other hiring departments must use department budget)

Community Service Organization:

Change from Federal Work Study to Student Assistant as of: _____ (Fax to Payroll #2717)

Authorized Supervisor's Signature: _____ Date: _____

Federal Work Study

- **Federal Work Study Student Personnel Information Notice**
 - **Student responsibility - 1st section**
 - Fills out completely in ink
 - Signs
 - Dates
 - **Career Development - 2nd section**
 - Fills out completely in ink
 - Signs
 - Dates
 - **Hiring Department – 3rd section**
 - Fills out completely in ink
 - Including General Ledger Department Account Number and Object Code
 - Signs
 - Dates
 - Send top copy to Payroll department, keep second copy in department for your records
 - Payroll will not send back
 - Payroll does not track Hour balance
 - » responsibility of Supervisor & Student
 - Payroll pays per the signed and approved voucher
 - When Federal Work Study hours are depleted, Supervisor needs to send SPIN-FWS form with the change date and student switches to regular student worker

Federal Work Study Additional Forms

- **Returning students**
 - Only SPIN –FWS hiring form needed
 - No I9 Needed
 - No W4 needed-unless they want to make a change
 - No Direct Deposit form needed- unless to make a change or begin direct deposit
 - Change of Address form needed if student moved
- **New students**
 - SPIN - FWS hiring form and attach all other forms
 - I9
 - Recommend copying instructions and put in sheet protector
 - Fill out in ink
 - Student fills out and signs 1st section on first day of work
 - Representative fills out and signs 2nd section by 3rd day of employment, after viewing and copying documents presented
 - Do not keep any copies in department- send all originals to Payroll
 - W4
 - No stray marks below dotted line
 - Fill out in ink
 - No erasures
 - No cross-outs
 - Direct Deposit form – Highly recommended
 - Attach voided check or bank form for validation

Federal Work Study Payment Voucher

THE LEADER IN GLOBAL EDUCATION



**FAIRLEIGH
DICKINSON
UNIVERSITY**

FEDERAL WORK STUDY PAYMENT VOUCHER

Last Name

First Name

Social Security Number

XXX-XX-

CAMPUS (check one):

☐ Teaneck

☐ Madison

Department or other organization for which work was performed _____

Period Ending _____ 20 _____

Date	Time Began	Time End	Less Lunch Dinner Etc.	Net Hours
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Date	Time Began	Less Lunch Time End	Net Dinner Etc.	Hours
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

TOTAL NET HOURS: _____

HUMAN RESOURCES USE ONLY

ALLOWED HOURS

(Academic Yr)

NET HOURS WORKED

(A) _____

WORK HOURS REMAINING

(A) - (B)

(B) _____

(C) _____

EMPLOYEE
Signature and Date

SUPERVISOR
Signature and Date

This report is required by law. Misrepresentation and/or non-compliance is cause for dismissal.

(FOLLOW INSTRUCTIONS ON REVERSE SIDE)

SUBMIT GREEN (TOP) COPY TO H.R.

SUPERVISOR RETAIN YELLOW COPY

EMPLOYEE RETAIN PINK COPY (8-07)

Federal Work Study Payment Voucher Instructions

INSTRUCTIONS

1. Follow the pay schedule. Use only one voucher for each pay period.
2. **Vouchers will be returned to the supervisor, resulting in delayed payment, if:**
 - The Voucher does not contain all required information.
 - The Voucher is not completed in ink.
 - The Voucher is not signed by both the supervisor and student.
 - The Voucher has been altered or contains cross-outs.
 - The Voucher is submitted to the Human Resources Department by the student and not the supervisor.
3. **Supervisors are accountable to assure** that students do not exceed goal amounts — **overruns** will be charged to their department budget.
4. The FWS Payment Voucher provides space for keeping accurate records.

Allowed Hours (A) for the 1st voucher only = goal amount (max amount that a student may earn) ÷ hourly rate for the job.

Allowed Hours (A) for subsequent vouchers = Work Hours Remaining (C) from the prior voucher.

Subtract from Allowed Hours (A), the current Net Hours Worked (B) to obtain the Total Work Hours Remaining (C).
5. Supervisors, not students, are required to send the original FWS Payment Voucher on every pay date to Human Resources Payroll H-DH3-05, showing hours worked for the prior two-week period. Vouchers are due no later than the schedule due date, otherwise the pay will be delayed by one pay period.
6. Retain one NCR copy for your records and one for your student. Each current copy will reflect the remaining allowable hours (C) to carry forward on subsequent time vouchers. As the school year progresses, the remaining hours decrease.
7. Students who work more than **five hours** straight must take a half-hour unpaid break period; with a **7-hour** work day, students must take a one hour unpaid break period.
8. Students may **not work more than twenty (20) hours per week when classes are in session.**

FWS Payment Voucher Guidelines

- **Financial Aid stocks forms**
- **Recommend enlarging instructions on back and keep in sheet protector**
- **Student Responsibilities**
 - **Fill out in ink**
 - **Print Legal name clearly, Last name first then First name**
 - **Student ID Number or Last 4 digits of Social Security Number**
 - **Date worked with Begin and End times with the Total number of hours worked**
 - **If student works more than 5 hours then they must take a meal break**
 - **No cross outs**
 - **Only dates within pay period - no future times or dates**
 - **Student signs and dates**

FWS Payment Voucher

Guidelines- continued

- **Supervisor Responsibilities**
 - **Confirms/verifies hours worked, total net hours**
 - **Line A – Line B = Line C1**
 - **C1(current payment voucher) = Line A(new payment voucher)**
 - **Signs and dates form**
 - **Gives copy to student**
 - **Keeps a copy**
 - **Sends top copy to payroll in a sealed envelope**
 - **To be received in the payroll office by 5 pm on the due date**
- **If voucher is not filled out correctly**
 - **It will be returned**
 - **Will delay payment**

**This form must be completed for EVERY SEPTEMBER
for all students employed by the University and for all charges.**

Academic Year <div style="border: 1px solid black; width: 100px; height: 15px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; width: 100px; height: 15px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; width: 100px; height: 15px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; width: 100px; height: 15px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; width: 100px; height: 15px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; width: 100px; height: 15px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; width: 100px; height: 15px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; width: 100px; height: 15px; margin-bottom: 2px;"></div>	Registration Campus T/H <input type="checkbox"/> F/M <input type="checkbox"/>	New Hire <input type="checkbox"/>	Change <input type="checkbox"/>	Effective Date <div style="border: 1px solid black; width: 100px; height: 15px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; width: 100px; height: 15px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; width: 100px; height: 15px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; width: 100px; height: 15px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; width: 100px; height: 15px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; width: 100px; height: 15px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; width: 100px; height: 15px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; width: 100px; height: 15px; margin-bottom: 2px;"></div>
--	--	--------------------------------------	------------------------------------	---

Name: _____
(Last) (First) (MI)

Address: _____

Phone: (_____) _____

Male ☐ Female ☐

Date of Birth

Visa Status <input type="checkbox"/> F-1 <input type="checkbox"/> J-1 <input type="checkbox"/> H-1 <input type="checkbox"/> Other	Race/Ethnicity <input type="checkbox"/> Asian <input type="checkbox"/> Black <input type="checkbox"/> Hispanic <input type="checkbox"/> Native American <input type="checkbox"/> Caucasian
--	--

Hiring Dept: _____

Department Account No.

Dept/Campus where services performed: _____

Hours per week: Anticipated Termination date:

Job Status: U/G Student Worker ☐ Graduate Student Worker ☐

Job description: _____

Indicate any other University departments employing this student: _____

For all students EXCEPT Federal Work Study:

Base Pay Rate: \$ _____ Hourly

SIGNATURES

Department Head Signature _____ Date: _____

Department Head Name: _____ Phone: _____

Dean/VP Signature: _____ Date: _____

Dean/VP Name: _____ Phone: _____

Provost Signature: _____ Date: _____

Hourly Student Workers

- **Student Personnel Information Notice – CASH**
 - Regular (Non-Federal Work Study) students paid by the hour
 - Graduate workers earning an hourly rate
 - Fill out completely in ink
 - Make sure General Ledger Department Account Number including object code is clearly written
 - Send to Kevin Jackson for his signature if a restricted account
 - Ensure it has all of the appropriate signatures needed
 - Payroll stocks forms

Student Worker Additional Forms

- **Returning students**
 - Only SPIN - CASH - hiring form needed
 - No I9 Needed
 - No W4 needed-unless they want to make a change
 - No Direct Deposit form needed- unless to make a change or begin direct deposit
 - Change of Address form needed if student moved
- **New students**
 - SPIN – CASH - hiring form and attach all other forms
 - I9
 - Recommend copying instructions and put in sheet protector
 - Fill out in ink
 - Students fills out and signs 1st section on first day of work
 - Representative fills out and signs 2nd section by 3rd day of employment, after viewing and copying documents presented
 - Do not keep any copies in department - send all originals to Payroll
 - W4
 - No stray marks below the dotted line
 - Fill out in ink
 - No erasures
 - No cross-outs
 - Direct Deposit form – highly recommended
 - Attach voided check or bank form for validation

Semi Monthly Time Record

Student Assistant (Non-Federal Work Study)



SEMI-MONTHLY TIME RECORD STUDENT ASSISTANT (NON-FEDERAL WORK STUDY)

Last Name _____

First Name _____

Student ID # _____

CAMPUS: Check one: 1. ☐ Teaneck
2. ☐ Madison

Group
☐ Student

Period Ending _____

Department _____

Date	Time Began	Time End	Less Lunch Dinner Etc.*	Hours Worked
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Date	Time Began	Time End	Less Lunch Dinner Etc.*	Hours Worked
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

*If the work day is over 5 hours, a 1/2 hour meal period must be taken.

TOTAL HOURS: _____

HUMAN RESOURCES USE ONLY

EMPLOYEE
Signature and Date

SUPERVISOR
Signature and Date

This report is required by law. Misrepresentation and/or non-compliance is cause for dismissal.

(FOLLOW INSTRUCTIONS ON REVERSE SIDE)

SUBMIT WHITE (TOP) COPY TO H.R.

SUPERVISOR RETAIN YELLOW COPY

EMPLOYEE RETAIN PINK COPY

(10-2015)

Semi Monthly Time Record Student Assistant (Non-Federal Work Study)

INSTRUCTIONS

1. This PAYMENT VOUCHER is to be used by all hourly non-Federal Work Study student employees (undergraduate and graduate).
2. Paydates: the 15th & last day of the month. Use only one voucher for each semi-monthly work period.
3. Vouchers must be completed in ink and signed by both supervisor and employee. No cross-outs or alterations are permitted.
4. Incomplete or altered Payment Vouchers will not be processed for payment. They will be returned to the supervisor for completion and this will result in delayed payment.
5. Supervisors are required to send the original Payment Voucher semi-monthly on every pay date to Human Resources/Payroll H-DH3-05, showing hours worked for the prior period. Vouchers may not be given to employees for mailing. Vouchers are due no later than Wednesday following the regular pay date, otherwise the pay will be delayed by one pay period.
6. Retain one NCR copy for your records and one for your employee.
7. Undergraduate student employees are limited to working 20 hours per week when school is in session. Graduate students may work an additional 8 hours per week with written approval from an academic dean indicating that the additional work will not interfere with their studies.

Payment Voucher Guidelines

- Payroll stocks forms
- Recommend enlarging instructions on back and keep in sheet protector
- Student Responsibilities
 - Fill out in ink
 - Print Legal name clearly, Last name first then First name
 - Student ID Number
 - If student works in 2 departments - ensure correct department name
 - Date worked with Begin and End times with the Total number of hours worked
 - If student works more than 5 hours then they must take a meal break
 - No cross outs
 - Only dates within pay period - no future times or dates
 - Student signs and dates

Payment Voucher Guidelines- continued

- **Supervisor Responsibilities**
 - Confirms/verifies hours worked, total net hours
 - Signs and dates form
 - Gives copy to student
 - Keeps a copy
 - Sends top copy to payroll in a sealed envelope
 - To be received in the payroll office by 5 pm on the due date
- **If voucher is not filled out correctly**
 - It will be returned
 - Will delay payment

Positions

- **Students can only work 20 hours a week in total**
- **Students may have**
 - **1 FWS**
 - **1 FWS and 1 SPIN –CASH**
 - **2 SPIN –CASH**
- **RAs already work 20 hours per week**
 - **No other position allowed**

International Students

- **Student Personnel Information Notice – CASH only**
- **Returning Students**
 - No I9 needed - If no new document, such as VISA
 - No W4 needed – payroll will contact if needed
 - No Direct Deposit form needed- unless to make a change or begin direct deposit
 - Change of Address form needed if student moved
- **New Students**
 - Obtain an on-campus job
 - Go to International Student Services to obtain letter
 - Take letter to Social Security Administration Office
 - Apply for Social Security Number, receive receipt of application
 - Show receipt to hiring supervisor to begin work
 - Supervisor copies receipt and sends to Payroll with SPIN – CASH

International Students continued

- When Social Security Card is received by student
 - Student return to hiring department with signed SS card and complete I9
 - Metro
 - Student brings signed card and completed I9 to Payroll
 - Florham
 - Department copies signed SS card and writes department contact information on copy
 - Send copy to Payroll with completed I9
 - Payroll will contact department when Tax documents are being sent for the student to sign
 - Return signed Tax documents to Payroll
- Direct Deposit Form – highly recommended
 - Attach voided check or bank form for validation

Due Date

- Students may not hand in payment vouchers to the payroll department
- All payment vouchers must be in sealed envelopes
 - We have payroll envelopes
 - Pre-addressed – speeds delivery
 - Must be sealed
- Students are paid based on payment vouchers
 - Work completed
 - 1st – 15th paid at the end of the month
 - 16th – to end of month paid on the 15th of the next month
- If students have questions concerning the receipt of payment vouchers, paperwork or pay
 - Should be addressed to you as supervisor
 - As supervisor, contact the payroll department
- Due Date is for payment vouchers to be in the payroll department, not in the mail.
 - <http://view2.fdu.edu/university-offices/human-resources/payroll-at-fdu/payroll-schedule/index.aspx>

Graduate Assistants

- **Graduate Assistants**
 - Different from a graduate who earns at an hourly rate
 - A graduate student who works for credit, and may also receive a stipend
 - Student Personnel Information Notice – *Credit* is used
 - Payroll stocks forms
 - Please email Julie Friedman at julie@fd�.edu, if you have questions/concerns on Graduate Assistants for individualized attention.

Thank you

- **Future questions contact:**
 - Julie Friedman
 - Phone- 201-692-2727
 - Email- Julie@fdu.edu