Student Employment Program
Frequently Asked Question's

Q: What paperwork must I complete in order to start working?

A: A student must complete an I-9, W-4 and a new hire information form. Once the paperwork is received in Human Resources, students will be given a Work Paper which must be taken to the supervisor to complete. The work paper must be signed by both the student and supervisor. When the work paper is completed, YOU MUST return it to Human Resources BEFORE you begin work.

Q: Where do I get the forms I will need?

A: All work related forms can be collected at the Human Resources Office located on the 1st floor of the DiGregorio Building.

Q: Can I start work without completing a Work Paper?

A: No. A Work Paper is one of the three <u>required</u> employment documents that needs to be completed for a student employee to begin working on-campus.

Q: Where do I go to look for a job?

A: All open positions will be posted online via the "Student Jobs" link on eRaven.

Q: Who do I talk to about my Federal Work Study?

A: All financial aid questions (including Federal Work Study) will be directed to Student Financial Services in Rindge Hall. The Student Financial Services Office ext: 4180.

Q: If there's a problem with my paycheck, who do I talk to?

A: All paycheck questions will be directed to Kerry Bergeron, Sr. Payroll Specialist, in the Payroll Office located on the 1st floor of the DiGregorio Building. Contact at ext: 4247.

Q: How do I set up direct deposit?

A: You will need to have your bank's name and routing number as well as your account type and number available in order to complete a Direct Deposit form. You will also need to have a blank check (if you're using a checking account) or bring in your savings account book so your account number can be confirmed.

Q: How do I cancel/change my direct deposit?

A: Please stop in to the Human Resource Office and update your direct deposit form. A direct deposit cannot be changed or cancelled without your signature.

Q: So, I set up my direct deposit, why did I get a paycheck in my mailbox?

A: When an employee/student completes a direct deposit form, the account information is "tested" with the bank during the first available payroll. Your information is sent to the bank, however your pay is not transferred in case there is an error. Your first paycheck following a direct deposit request will be a paper check. All subsequent checks will paid via direct deposit as long as the bank information provided is correct.

Q: When are timecards due?

A: By 9:00 am the Monday before pay day.

Q: My supervisor is not around to sign my timecard, what do I do?
A: Make a copy of the timecard, send the copy to Payroll and leave the original to be signed by your supervisor.

Q: I forgot to put a day/time on my timecard, how can I get paid for this?
A: Contact your supervisor, if you are owed time, fill out a timecard, have it signed by your supervisor and bring it to Payroll.

Q: How do I fill out my W-4 form – what should I claim on my W-4?
A: Please refer to the top portion of the W4 form which will step you though the options available to you on what to claim for exemptions. You could also contact a parent or financial advisor for further advise.

Q: How often do I get paid?
A: Payroll will is bi-weekly.

Q: What day is pay day?
A: Every other Friday on a bi-weekly basis.

Q: Where does my check get sent to?
A: Your check will be sent to your mailbox at the Campus Center.

Q: Where do checks get sent during break?
A: If checks are mailed out after you have left campus for break, your check will be sent to the home address that is on file. Please contact Payroll immediately if you will not be returning to that address during break.

Q: How do I change my address?
A: Please complete and submit a change of address form to the Human Resources Office.