

## **Student Employment Fall 2020 FAQ For Students:**

### **I've been approved for remote study for Fall 2020. Can I work remotely?**

No, students who will be attending remotely for Fall 2020 cannot work remotely if they are outside the state of Rhode Island.

### **I am a Federal Work Study recipient or have received a graduate assistantship for Fall 2020, but I was approved for remote study for Fall 2020. What happens to those funds since I cannot work?**

RISD will provide additional funding for students who are unable to work in their federal work study or graduate assistantship position due to their Fall 2020 remote study status. Additional information will be provided to you from Student Financial Services or your academic department.

### **How can I find a job?**

You can search for jobs on the [Student Job Board website](#). Some students also find positions by reaching out to departments and asking about available positions.

### **I've been hired for the first time, what do I need to do to start working?**

Once your supervisor offers you a job, they will put a request in to Student Employment to hire you as a student worker. You'll receive instructions on next steps in Workday to complete the Onboarding process. You'll need to make an appointment at Student Employment to finalize your I-9. Please be sure to bring [acceptable documentation](#) with you. Student Employment will be not accepting walk-ins, all students must set up an appointment time in the QLess system. Once you complete all documents in person with Student Employment your supervisor will be notified to hire you and open up your time card. Then you are eligible to begin working.

### **I am an international student and I need a social security number. How do I apply for one?**

It is very important that you do no work until you have received your social security card and completed the federal I-9 process. Working before you are eligible may jeopardize your visa status. OISS has provided a [comprehensive step by step process](#) on how to apply for a social security number. After you have your social security card, your department can request to hire you. You will then need to complete your I-9 electronically and make an appointment at Student Employment to finalize your I-9 and any tax documents. Be sure to bring [acceptable documentation](#) with you.

### **How do I get paid?**

Hourly students are paid bi-weekly based on hours recorded in the Workday system. It is very important that you record your hours accurately for each shift and submit those hours every Friday. Your supervisor is required to approve your hours. We highly recommend you sign up for direct deposit in the [Workday](#) system so that you can have your paychecks directly deposited into your bank account. Job aids on how to enter your time can be found on our Workday [Information for Student Workers](#) page.

### **Where can I find more information about Student Employment?**

You can find information on the [Student Employment website](#). Please review the Student Employment Handbook for important information.