



# STUDENT EMPLOYMENT – FALL 2020

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Student perspective

September 15, 2020

# Student Employment Program

- Federal Work-study or Non Federal Work-study
- Not obligated to work – instead is an opportunity to earn funds while in school
- Federal work-study award
  - Hourly wage job and you earn as you work
- Every job connected to RISD, and is processed through the Student Employment Office

# Who is eligible to work?

- Any domestic student with a valid I-9 on file
- Any international student with a social security number and a valid I-9 on file
- Must be enrolled in the semester they are working, not eligible to work during a leave of absence, withdrawal, or after graduation
- Work must be performed in Rhode Island
  - Remote study students outside the state of Rhode Island cannot work
  - This includes Wintersession, any student not in Rhode Island during the Wintersession cannot work until they return to Rhode Island
  - Federal Work Study recipients who cannot work due to remote study will receive an automatic stipend in the amount of their Fall FWS award between mid-September and October 1
  - Graduate students with assistantships will work with their academic department regarding compensation

# What kind of work is allowed?

- Remote work can be performed as long as the student is performing the work in the state of Rhode Island (most likely their dorm or off campus apartment)
- Students can work on campus in studios, shops, classrooms, etc. as long as they are following institutional health and safety policies and protocols
- Job search - [Info.risd.edu](http://Info.risd.edu) under Student Employment
  - Job Search for RISD Students - View all jobs
  - Email office or department of choice if interested in a particular position

# Use your FWS to do Community Service

- Employment which can be recognize as improving the quality of life for community residents, or helping solve problems related to their needs
- Non-profit organizations or agency
- Fulfilling and rewarding experience
- Examples: Do arts & crafts with children at Hasbro Children's Hospital or at an after-school arts program for children in a low-income neighborhood
- Contact the Student Employment office for more information or to verify if you are a Federal Work-study recipient

# Student Employee Responsibilities

- Onboarding process – Making sure to follow through its total completion including reading the [Student Employment Handbook](#)
- Do not start to work prior to having a completed and valid I-9 on file with our office
- Enter hours after every shift in the Workday system using the correct time card. All hours must be logged by the deadline each pay period
  - Do not use **Student Worker** time card under any circumstances
- Legitimate hours worked must be reflected in every time card
  - No more than 40 hours per week for national students
  - No more than 20 hours per week for international

# Getting Set Up to Work - Domestic Students

- Student receives a job offer and accepts it
- Supervisor/person responsible for hiring completes the Hire Request in Workday
- Student Employment activates the student and kicks off the onboarding process
- The student completes the Onboarding process by editing government ID (i.e. adding SSN) and completing Part I of the I-9 electronically in the Workday system
- Student makes an appointment using the QLess system to bring I-9 acceptable documents to Student Employment to finalize the I-9
  - U.S. Passport
  - Official Birth Certificate
  - Valid Social Security Card

# Getting Set Up to Work- International Student

- Supervisor provides student with the Job Offer electronically on letterhead with a signature
- Student uploads it to the OISS Social Security Request Form
- OISS sends the original Immigration Status Verification Letter to students via the Mailroom
- OISS notifies the Social Security Office, who will work with the student to schedule an appointment to come in
- Student takes all documentation to the Social Security Office during their assigned appointment time
- Student waits for their Social Security Card, which can take 4-6 weeks

# Getting Set Up to Work - International Student

- Student lets supervisor/person responsible for hiring that they have their social security card
- Supervisor/person responsible for hiring completes the Student Hire Request in Workday
- Student Employment kicks off Onboarding and the I-9 process
- The student completes the Onboarding by editing government ID and Part I of the I-9 electronically in the Workday system
- Student receives a notification in Workday
  - To Do telling them to wait for FNIS email for tax purposes, Student Employment creates the student in FINS and sends the email to student
- Student completes tax information in FNIS

# Getting Set Up to Work- International Student

- Student makes an appointment using the QLess system to bring their documentation (Passport, I-20 & I-94 Forms) to Student Employment to finalize the I-9 and complete required tax documents
- The requestor/person responsible for hiring receives a Workday notification when the I-9 is complete
- Supervisor/person responsible for hiring can then add the student job position into Workday system

# Getting Set up to Work – Returning Student Employees

- If I-9 is already on file no need to resubmit
- Supervisor/person responsible for hiring can add the student job position into Workday system

# Completing Time Cards

- Everyone will access Workday with respective credentials
- Log into your Workday account
- Select Time Tracking worklet
- Select **Check In/Out**, select **Check In** when you start working to start recording time. "Time Type" is "Student-Hours Worked" which should be the default for that field.
  - Can also enter hours in Workday time tracking calendar
- **Position Field:** Select the position for which you are currently recording hours from the drop down.
- **Important:** Do not use Student Worker position to log hours into.

## Check In

You are checking in. Please enter your work details.

Worker \*

\*

Date \*

\*

09/14/2020

Time \*

\*

11:50 AM

Time Zone

GMT-05:00 Eastern Time (New York)

Time Type \*

\*

× Student - Hours Worked



Position

Illustration Teaching Assistant (+)



select one

**Details**

Illustration Teaching Assistant (+)

Comment

Student Worker

OK

Cancel

**Important:** Do not use Student Worker position.

# Completing Time Cards

- Use AM or PM
- A half hour break MUST be recorded after 6 hours of continuous work, whether in one job or between jobs.
- After a meal break, you will need to check back in again for the rest of your shift. Failure to check-in from your break will result in incorrect timecard entry and could affect your pay
- Submit your time card on a weekly basis
  - Time must be submitted weekly by midnight on Friday
- Supervisor will approve or send back if it needs modifications

# Direct Deposit

- See [payroll schedule](#)
- Best option to receive your bi-weekly paycheck directly to your bank account

**Student Employment (Payroll)**  
**Direct Deposit**

- ✓ Log into [workday.risd.edu](http://workday.risd.edu)
- ✓ Select Pay Application 
- ✓ Select Payment Elections
- ✓ Click Add
- ✓ Enter Bank Account Details
- ✓ If Editing a Pre-made Account, Click Edit and Click Direct Deposit
- ✓ SUBMIT

Safe  
Quick  
Secure  
Convenient  
No Lost Checks

**Enroll Now!**

Questions? Contact [payroll@risd.edu](mailto:payroll@risd.edu)

# Changing Jobs

- Give at least one week's notice so your supervisor can post your job and find someone else to take your place.



# Reasons for Termination

- Not showing up for work
- Arriving late to work
- Breaches of confidentiality
- Falsifying on time cards

# Accidents on the Job

- After receiving medical attention, contact the Human Resources Office
  - 20 Washington Place, 3<sup>rd</sup> floor or call 401 454-6606
- Inform the Student Employment office

# Other things to consider

- Domestic students cannot work more than 40 hours a week inclusive of all jobs
- International students cannot work more than 20 hours a week during periods when classes are in session and no more than 40 hours a week during periods when classes are not in session
- Students should be entering their hours for each shift at the time of each shift and should submit their hours on a weekly basis (Friday)
- Students cannot enter time in an already closed pay period, so any late time submitted will significantly delay the student getting paid
- Supervisors are responsible for ensuring the hours are accurate, correcting any mistakes, and approving the hours by the pay period deadline

# Resources

- Workday Resources - How-to guides (job aids)
- [Downloading the Workday mobile app](#)
- [Check In & Check Out in Workday desktop portal](#) *Updated: 8/28/19*
- [Check In & Check Out Enhancements in Workday with the mobile app](#) *3/6/20*
- [Check In & Check Out in Workday with the mobile app](#) *Updated: 3/6/20*
- [Entering time in the Workday desktop portal](#) *Updated: 8/28/19*
- Note: There will be no time tracking for graduate assistantships in Workday. Assistantship jobs are considered exempt (non-hourly) professional training.
- [Applying for a Social Security Number](#)
- [Student Employment Website](#)
- studentemployment@risd.edu