

Student Employment - Fall 2021

Student Perspective

OFFICE OF STUDENT EMPLOYMENT
Nelly Hoffens -Vargas 09.29.21



Agenda

- Student Employment Program Eligibility
 - Federal Work-study & Non-Federal Work-study
- How to Find Jobs
- I-9 Process
 - Domestic Students
 - International Students
- Payroll
- Time cards
- Student Responsibilities
- Questions

Student Employment Program Eligibility

- Be enrolled in at least 6 credits
- Maintaining satisfactory academic progress
- Must be enrolled in the semester that you are working
- Not eligible to work during a leave of absence, withdrawal or after graduation.
- Work must be performed in Rhode Island
- Valid I-9 finalized on file with our office
- W-4 Form on file

Federal Work-study & Non-Federal Work-Study

Federal Work -Study Funding

- Financial Aid Package
 - Hourly wage job position and earned as you work
- Allow ed to work off -campus
 - Community Service

Non-Federal Work -Study Funding

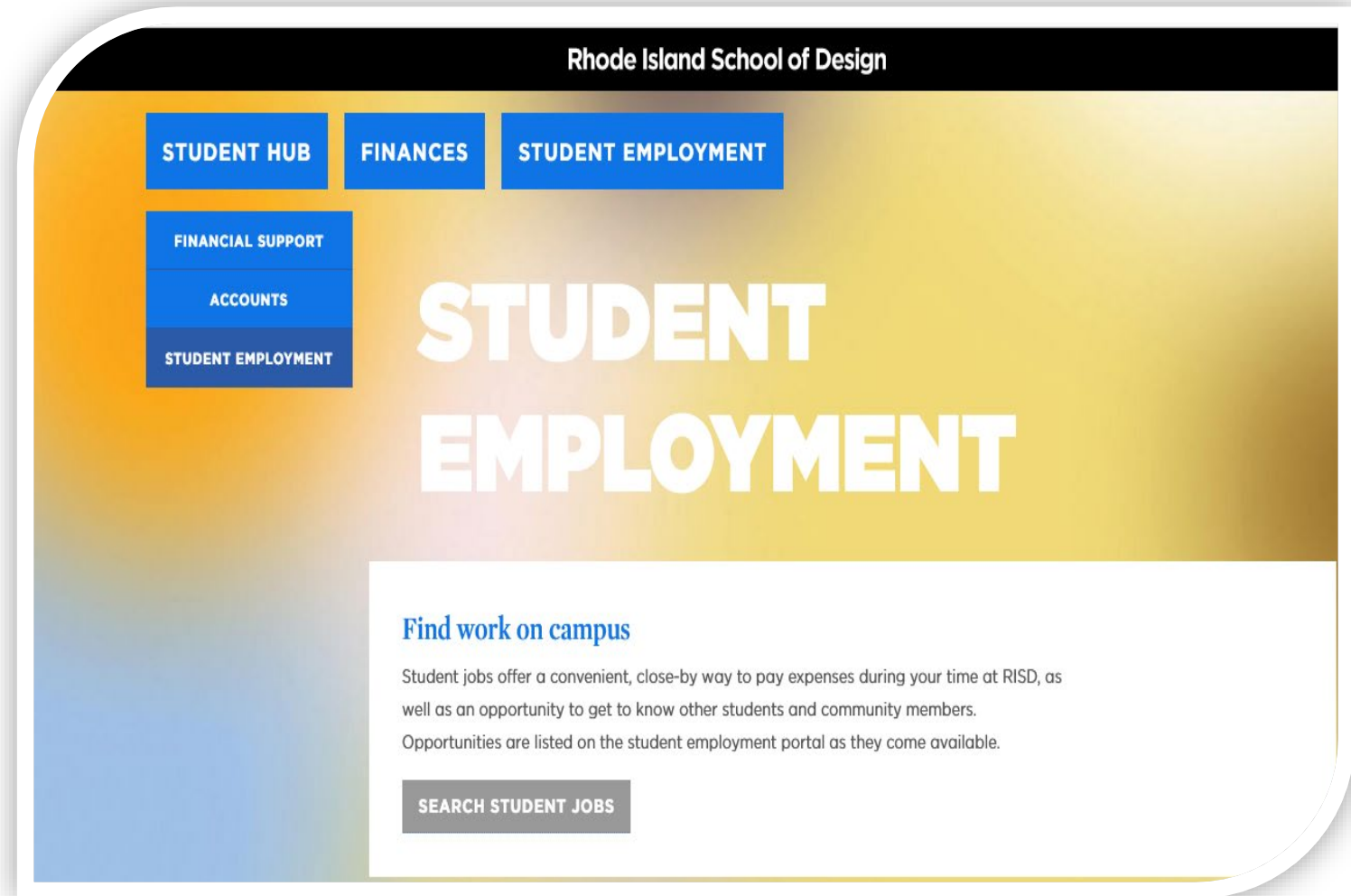
- Allow ed to work on -campus only

The Job Hunt

RISD Student Employment Website

- Student Employment Portal
- Department or Offices
- Contact us

RISD Career Center - Resume Assistance



I-9 Process - Domestic Students

Worked at RISD before

Contact our office to find out if I -9 is on file.

I-9 Process - Domestic Students

Has not worked at RISD before

- Supervisor submits a New Hire Request Form
- Email goes out from Workday to begin the onboarding process.
- Edit Government IDs in Workday Inbox
- Complete part I of your I-9 Form in Workday
- Make an in-person appointment using the Qless system to bring I-9 acceptable docs

***Per Federal Regulations
we are not allowed to
accept photos or copies
of any I-9 documents!***

[Acceptable Original
Documentation List](#)

I-9 Process - International Students

Worked at RISD before

Contact our office to find out if I -9 is on file.


I-9 Process - International Students


Has not Worked at RISD before

- [How to apply for a SS number](#)
- Notify your supervisor
- Supervisor submits a New Hire Request Form
- Email goes out from Workday to begin the onboarding process
- Edit Government IDs
- Complete part I of your I-9 Form
- FNIS
- To Do
- Make an in-person appointment using the Qless system to finalize your I-9
- Passport, I-20 & I-94

Per Federal regulations we are not allowed to accept photos or copies of any I-9 documents!


Workday – Onboarding notification












 **Announcements**
1 item




Welcome! Click on the link below for Onboarding information for new hires.

[Onboarding](#)

 **Applications**
11 items

| | | | |
|--|--|--|---|
|  |  |  |  |
| Performance | Personal Information | Pay | Time Off |
|  |  |  |  |
| Benefits | Requests | Career | Favorites |
|  |  |  | |
| Expenses | Purchases | Time | |

 **Inbox**
1 item

...

Edit Government IDs
2 minute(s) ago

[Go to Inbox](#)



Edit Government IDs

Inbox

Actions Archive

Viewing: All Sort By: Newest

Edit Government IDs
14 minute(s) ago

Edit Government IDs [redacted]



14 minute(s) ago

Under the PROPOSED IDs, please click on the + button to ADD your Social Security Number (SS#)

- Select United States of America under Country
- Select Social Security under National ID Type

If you do not have a SS# you cannot complete this document. Instructions on applying for a SS# can be found [here](#). Once you receive your SS# please come back and complete your I-9.

Please note, you cannot begin working until all of your new hire requirement documents are complete.

Proposed IDs

National IDs 0 items



| | | *Country | *National ID Type | Current ID | Add/Edit ID | Issued Date | Expiration Date | Issued By |
|---------|--|----------|-------------------|------------|-------------|-------------|-----------------|-----------|
| No Data | | | | | | | | |

Additional Government IDs 0 items



| | *Country | *Government ID Type | Identification # | Issued Date | Expiration Date | Verification Date | Verified By |
|---------|----------|---------------------|------------------|-------------|-----------------|-------------------|-------------|
| No Data | | | | | | | |

Previous IDs

Turn on the new tables view

National IDs 0 items



| *Country | *National ID Type | Current ID | Add/Edit ID | Issued Date | Expiration Date | Issued By | Series | Verification Date | Verified By |
|----------|-------------------|------------|-------------|-------------|-----------------|-----------|--------|-------------------|-------------|
| No Data | | | | | | | | | |

Turn on the new tables view

Submit Save for Later Cancel

Onboarding

14 minute(s) ago

Under the PROPOSED IDs, please click on the + button to ADD your Social Security Number (SS#)





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- Select Social Security under National ID Type

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Proposed IDs

National IDs 1 item

|  | *Country | *National ID Type | Current ID | Add/Edit ID | Issued Date | Expiration Date | Issued By |
|---|----------------------|----------------------|------------|----------------------|--|--|-----------|
|  | <input type="text"/> | <input type="text"/> | | <input type="text"/> | MM/DD/YYYY  | MM/DD/YYYY  | |

Additional Government IDs 0 items


|  | *Country | *Government ID Type | Identification # | Issued Date | Expiration Date | Verification Date | Verified By |
|---|----------|---------------------|------------------|-------------|-----------------|-------------------|-------------|
| No Data | | | | | | | |

Previous IDs

National IDs 0 items

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|----------|-------------------|------------|-------------|-------------|-----------------|-----------|--------|-------------------|-------------|
| No Data | | | | | | | | | |

Additional Government IDs 0 items

|  | *Country | *Government ID Type | Identification # | Issued Date | Expiration Date | Verification Date | Verified By |
|---|----------|---------------------|------------------|-------------|-----------------|-------------------|-------------|
| No Data | | | | | | | |

Submit

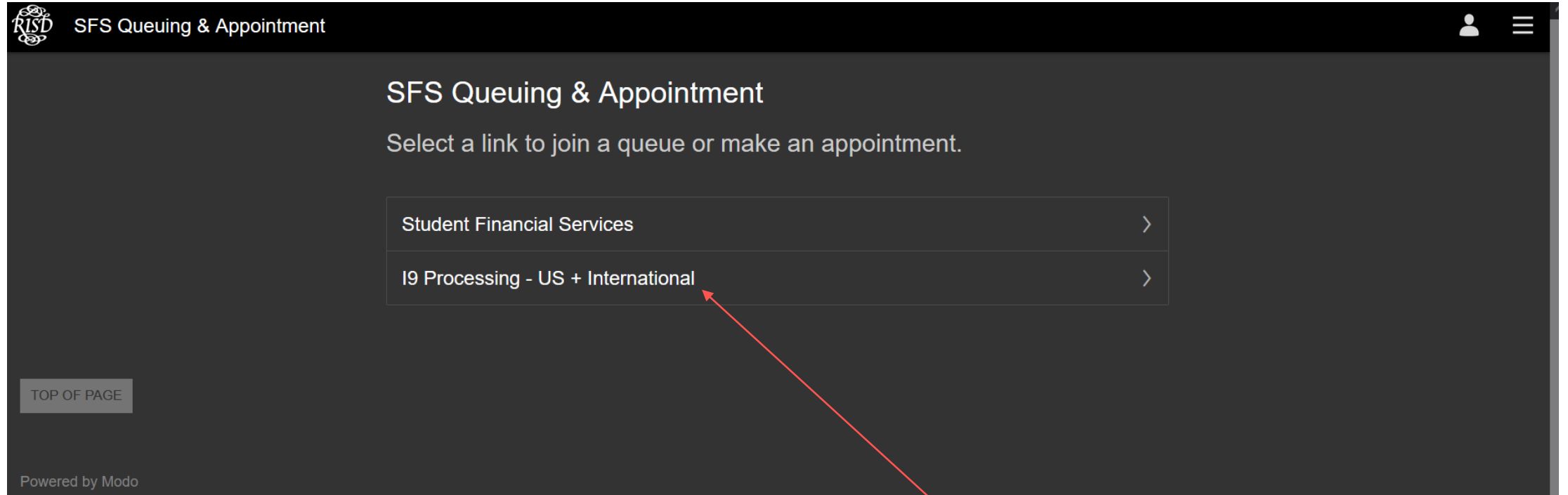
Save for Later

Cancel

Complete Section I of the I-9 Form

- Full name
- Address
- Birthday
- Question
 - A citizen of the United States
 - A noncitizen of the United States
 - A Lawful permanent resident
 - An alien authorized to work until
- Signature

Qless – Finalize I9



The screenshot shows a web application interface for "SFS Queuing & Appointment". The header includes the RISD logo and the text "SFS Queuing & Appointment". The main content area displays the title "SFS Queuing & Appointment" and the instruction "Select a link to join a queue or make an appointment." Below this, there are two menu items: "Student Financial Services" and "I9 Processing - US + International". A red arrow points to the "I9 Processing - US + International" link. At the bottom left, there is a "TOP OF PAGE" button and the text "Powered by Modo".

SFS Queuing & Appointment

Select a link to join a queue or make an appointment.

- Student Financial Services >
- I9 Processing - US + International >

TOP OF PAGE

Powered by Modo

W-4 Form



Success! Event submitted

Up Next: Employee As Self, Federal Tax Election for Onboarding:

- Complete Federal Withholding Elections, Due...

[View Details](#)

Set up direct deposit to get your paycheck in your account!

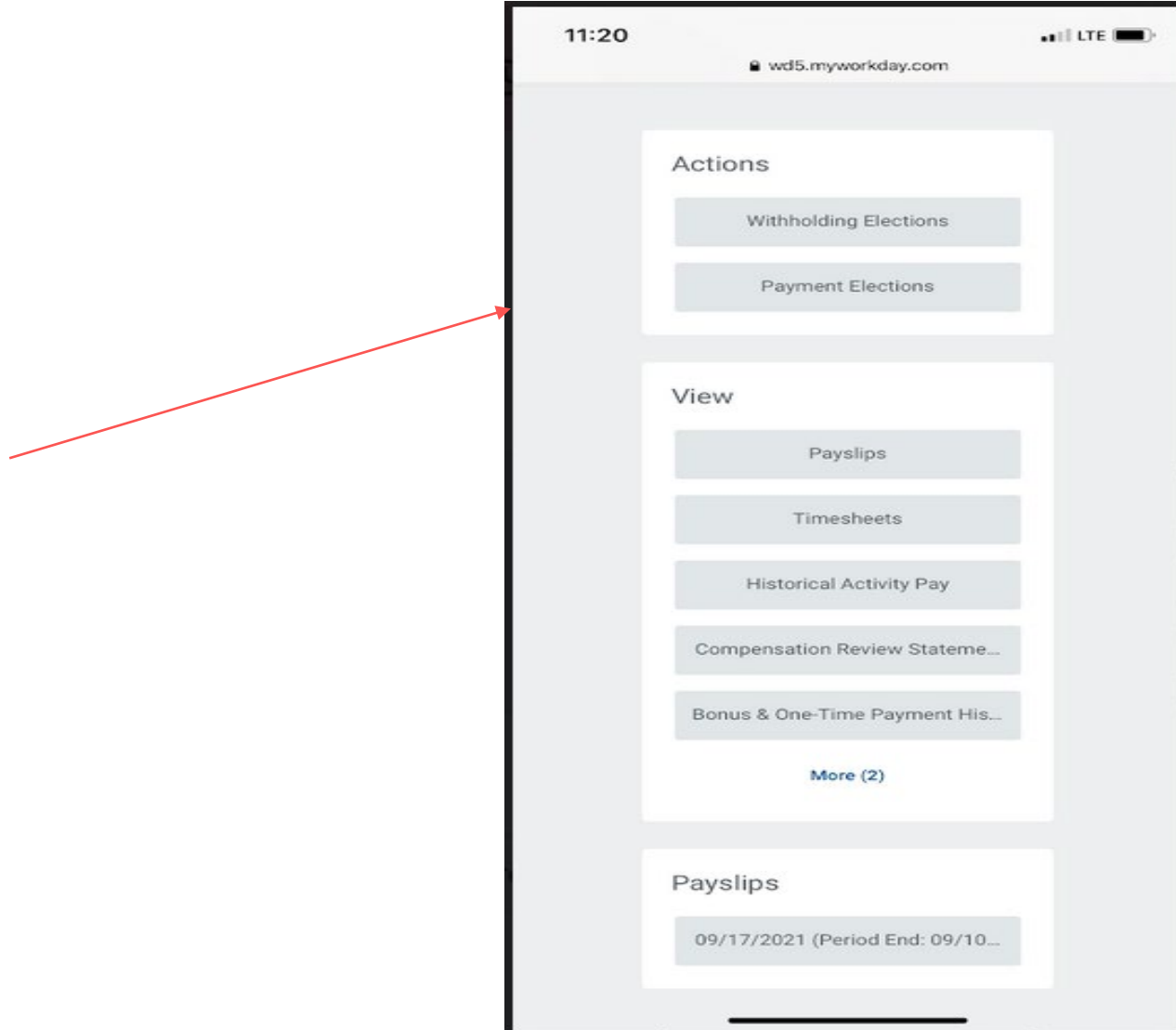
RI
RHODE ISLAND SCHOOL OF DESIGN
1877

Welcome! Click on the link below for...
Onboarding

Applications
11 items

- Performance
- Personal Information
- Pay
- Time Off
- Benefits
- Requests
- Career
- Favorites

Direct Deposit



Direct Deposit

11:21 LTE

AA wd5.myworkday.com

Jonathan Doe
4321 Main St.
Anywhere, CA 94300

YOUR BANK NAME
Bank, Inc.
Anywhere, CA 94300

DO NOT INCLUDE
Check #

9 Digit Routing #
Between the 12 symbols

Account #
Include all zeros

Account Information

Account Nickname (optional)

Routing Transit Number *

Bank Name *

Bank Identification Code

Account Type *

Checking
 Savings

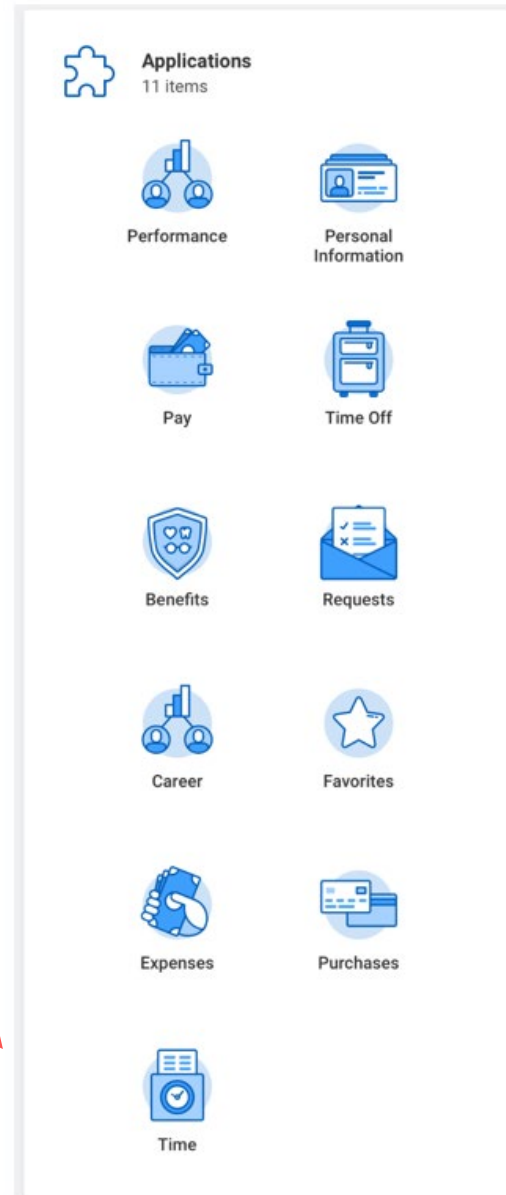
Account Number *

Cancel OK

Student Time Card

- Set up by your supervisor in Workday
- One time card per job
- Check-in and Check-out
- After six continuous hours of work a 30 minute unpaid break is a must & should be recorded on the time card
- Submit every Friday by midnight
- 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 students
- **DO NOT USE - STUDENT WORKER**

Time Entry



Time Entry

The interface is a vertical stack of three sections, each with a title and several buttons. The 'Enter Time' section has five buttons: 'This Week (0 Hours)', 'Last Week (0 Hours)', 'Select Week', 'Request Time Off', and 'Correct Time Off'. The 'View' section has two buttons: 'My Time Off' and 'Time Off Balance'. The 'Time Clock' section has two buttons: 'Check In' and 'Check Out'. A red arrow points from the right side of the screen towards the 'Time Clock' section.

Enter Time

This Week (0 Hours)

Last Week (0 Hours)

Select Week

Request Time Off

Correct Time Off

View

My Time Off

Time Off Balance

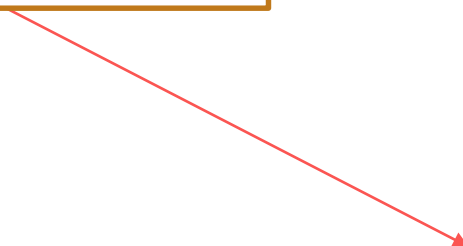
Time Clock

Check In

Check Out

Time Entry

Important: Select the correct time card.



Enter Time

09/17/2021

Status
Not Submitted

Time Type *
× Student - Hours Worked

In *
08:30 AM

Out *
12:30 PM

Out Reason *
Out

Hours
4

Position *
SFS Office Assistant (+)

Details

Comment

View Details

OK

DO NOT USE STUDENT WORKER

Student Employee Responsibilities

Taking a job is a commitment. As a member of a working unit that depends on you, you are expected to:

- Establish a work schedule that does not interfere with your class schedule.
- Notify your supervisor in advance of any changes to your work schedule or other commitments that will affect work availability.
- Give advance notice when unable to work a scheduled shift.
- Take the job seriously and perform at the highest level of your ability.

Student Employee Responsibilities

- Treat your supervisor and fellow employees with respect.
- Accurately report the hours you work.
- Two week's notice when resigning.
- Give advance notice when unable to work a scheduled shift.
- Take the job seriously and perform at the highest level of your ability.

Question Time



Thank you!

Email:
studentemployment@risd.edu

Phone:
401.454.6634

Student Employment Website:
<https://www.risd.edu/student-hub/finances/student-employment>

Follow us on Instagram!

