

McNeil Business Office

Types of Work Study:

- Federal Work Study- This program is subsidized by the federal government and the University. Both undergraduate and graduate students are eligible.
- International Work Study- This program is subsidized by the University. Only undergraduate students are eligible. International Work Study is not offered during the summer.
- Summer Federal Work Study-Contingent upon federal funding, this program is open to both undergraduate and graduate students. Students eligible for Federal Work Study are NOT automatically eligible.
- Student Worker- This is a student who does not receive an award as part of a financial aid package. The wages of a Student Worker are fully paid by the Supervisor.

Getting Paid:

- The student must track his hours and complete a time sheet each week (blank time sheets are available in the Business Office).
- The Supervisor must approve the hours by signing the timesheet
- The signed time sheet should be submitted to the Business Office by 3pm on Friday afternoon.
- The student will be paid for each week on the Friday of the following week.



School of Arts & Sciences

McNeil Business Administration Services
153 McNeil Building
3718 Locust Walk
Philadelphia, PA 19104-6209 USA
Fax 215.573.7488
<http://www.ssc.upenn.edu/mcneilbas/>

A Guide to Student Employment



Phone: 215.898.7700
Fax: 215.573.7488

Work Study Information

Hiring Timeline:

- 1) A Supervisor posts a job on the Student Employment Management System (SEMS).
- 2) Job is approved by Business Office.
- 3) A student applies for the job on SEMS.
- 4) The supervisor and student agree on salary, hours, and responsibilities.
- 5) The student prints the Job Appointment Form (JAF) on Penn In Touch.
- 6) The student gives JAF to supervisor who completes part two and emails the Business Office with budget code.
- 7) The student gives JAF to Business Office and completes new hire documents if necessary.
- 8) The student may begin working.

Rules for Students and Supervisors:

- The job should be related either to the student's studies or community service.
- Students cannot begin working until the Job Appointment Form is presented to the Supervisor and Business Office.
- Work Study students can be paid anywhere between \$8 and \$12 per hour depending on the level of skill required.
- Students are permitted to work no more than 20 hours per week when classes are in session and no more than 40 hours per week when classes are not in session.
- A student must take an unpaid break of at least 30 minutes after five consecutive hours of work.

General Notes:

- A student is eligible for work study only if it was awarded as part of a financial aid package.
- While enrolled in classes, students who work for the University are exempt from FICA and Medicare tax withholding.
- Only 40% (60% during summer) of a work study student's wages is charged to the employer.

Resources:

For the Job Referral Website and Student Employment Handbook:

Student Employment Office website:
<https://www.sfs.upenn.edu/seo/>

For hiring documents and links:

McNeil Business Office website
<http://www.ssc.upenn.edu/mcneilbas/>