

ON-CAMPUS STUDENT EMPLOYMENT

STEPS:

1. Please visit www.nyu.edu/careerdevelopment/students/oncampus.php and click on the option describing your employment history at NYU.
2. Visit the NYU Wasserman Center for Career Development to have your *On-Campus Student Employee Application* verified and signed by a staff member.
3. Register for an NYU CareerNet account in-person at the Wasserman Center; please bring your NYU ID card. Use NYU CareerNet to search and apply for Federal Work Study and non-Federal Work Study positions. Contact potential employers directly to inquire about interviewing for positions that interest you.
4. Bring a copy of your verified and signed *On-Campus Student Employee Application* to your interview(s).
5. **When you are hired and to be paid, you must return to the Wasserman Center and file your completed *On-Campus Student Employee Application Form, Employment Eligibility I-9 form and documents (if you have not worked at NYU during the past three years), and W-4 form within three business days of your start date of employment. Additionally, according to New York State Law, if you are 18 - 25 years of age, you must provide federal or state government-issued proof-of-age documentation. For a list of acceptable documents you may present, please visit www.nyu.edu/careerdevelopment/students/oncampus.php. Only signed original documents are accepted.***
6. Bring a copy of your completed *On-Campus Student Employee Application* (must be verified and signed by the Wasserman Center) to your NYU supervisor. Good luck!

IMPORTANT INFORMATION:

- You may apply for on-campus jobs (Federal Work Study and non-Federal Work Study) throughout the academic year. If awarded Federal Work Study (AYE section on your financial aid award letter), you may also apply for non-Federal Work Study positions. However, you are then paid from non-Federal Work Study funds. Please note, some positions require Federal Work Study funds; read the job qualifications carefully.
- If you need additional copies of your approved On-Campus Student Employee Application, duplicate the original. Please keep your original in a safe place.
- Time sheets should be completed and submitted to your supervisor every two weeks (see reverse for time sheet and payroll deadlines). You are paid every two weeks. NYU Payroll is pleased to introduce the Direct Deposit Program to student employees; this includes the automatic deposit of your pay to your bank account and access to paycheck stubs online. For further details, please visit www.nyu.edu/cdy. If you do not select Direct Deposit, paychecks are distributed by your department. There is a two-week time period between work performed and work paid. If you have any paycheck problems, please speak to your supervisor.
- Your earnings should not exceed your Federal Work Study Award. Your pay-stub indicates your FWS balance. As your balance approaches zero, please inform your supervisor to discuss employment options.

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