

All Wilmington College students, regardless of financial need, may apply for employment opportunities on campus. Positions are available in many departments and the hourly rate no less than current minimum wage and is based on experience and job description.

Federal Work Study (FWS) is awarded to undergraduates based on FAFSA results. Any on-campus position is eligible to be set up as FWS. FWS Community Partner positions are also available off-campus. This unique opportunity allows FWS eligible students to work off-campus with local organizations to improve the quality of life for members of the Wilmington community.

To apply for any student positions, login to your WHOLElink account. After you create your profile and upload a resume, you can apply for positions by hovering over Job Listings and clicking on clicking on Student Employment On-Campus Jobs. This list contains all positions on-campus including the FWS Community Partner positions that are located off-campus.

Once hired and before you begin work, **you must register with Human Resources** in College Hall, Room 306. You will need to bring with you original identification documents required for the Federal I-9 employment verification process, examples are as follows.

- Drivers License & Social Security Card
- Drivers License & Birth Certificate
- Passport

To complete the registration process you will receive an email via your Wilmington College email address with a link to the College HR/Payroll system. You will electronically complete the following information:

For ALL Student Employees:

- **Personal Information**: Your legal name, home address, and phone number.
- **Federal I-9**: Required to confirm employment eligibility. ***This process must be completed on or before the first day of work.***
- **Federal Tax Withholding**: Earnings are subject to federal taxes.
- **State Tax Withholding**: Earnings are subject to state taxes, as required.
- **Local Tax**: Wilmington City Tax is deducted from all employees; Ohio residents may also have mandatory school district tax withholdings.
- **Direct Deposit**: The Wilmington College has mandatory direct depositing of pay for all employees, including student employees. You will need to provide your bank's routing/transit number plus your account number.
- **Emergency Contacts**: At least one emergency contact is requested.

International Students:

Immigration regulations do permit international students in F or J status to work on campus. Before beginning work, international students must complete certain College and governmental processes. **International student employees must apply for a Social Security Number before being permitted to work.** In order to apply for a Social Security Number, you must take your Social Security Letter for F-1/J-1 Students to the Social Security Administration immediately after receiving the offer of employment. You will receive a letter from Social Security that states you have applied for the number. You may take the letter to Human Resources and fill out the required paperwork to begin working on campus. Once you receive your Social Security Number, you will need to return to Human Resources to update your employment records.

FAQs***What is the difference between Federal Work Study (FWS) and College Funded Employment?***

Both types of employment allow a student to work part-time on campus in order to earn money for educational expenses. The FAFSA is used to determine if a student qualifies for Federal Work Study, a need-based program in which the government subsidizes half of a student's wages. Students who qualify can apply for any on-campus jobs (for which they meet the requirements) listed on WHOLElink, including those in the Federal Work Study Community Service Program (these will have 'FWSCS' in the job title).

College Funded Employment is awarded to any student who does not qualify for FWS and College funds are used for the student's wages. All students are eligible for College Funded Employment, even if they do not receive it on their financial aid package. Students who receive College Funded employment can apply for all jobs (for which they meet the requirements) listed on WHOLElink, except for those in the Federal Work Study Community Service Program (these will have 'FWSCS' in the job title).

How do I apply for jobs?

All student employment job postings are now posted online at WHOLElink. You will log in and search "Student Employment On-Campus Jobs" under the "Job Listings" tab. You will need to update your profile to meet the job requirements and upload a resume for jobs. Some positions may require additional documents such as cover letters, references, writing samples, etc. to be uploaded. For more information, call Career Services at _____.



STUDENT EMPLOYMENT

I am not FWS eligible, but all the jobs I want to apply for are restricted to FWS students. Can I be updated to FWS status?

FWS eligibility is determined by the FAFSA. The financial aid office reviews your FAFSA results and will award your eligibility based on federal requirements. If you have questions about this, you can contact the financial aid office at Extension 600.

Will my funds earned from working be applied directly to my student account?

No. You will receive your earnings via a paycheck or direct deposit for each pay period.

Students are paid an hourly rate based upon experience and the job description. While Student Employment does not set wage scales for College departments, it must ensure that regulations prescribed by the Fair Labor Standards Act are enforced. Specifically, FLSA regulates minimum wage rates, overtime wage rates and methods of paying student employees. All student employees will earn at least the state's minimum wage rate.

Students will submit time via paper time cards, and the supervisor will verify and approve this time. Pay periods run bi-weekly, please see current annual pay date schedule on wc@home. Students are **required** to be paid by direct deposit

Now that I've been hired, what's my next step?

You must come to the Human Resources office in College Hall, Room 306, to complete all new hire paperwork, including the I-9 Form, tax documents, etc. You must bring the acceptable document(s) with you to Human Resources. The list of acceptable documents can be found in the attached documents and additional information can be found on the [USCIS website](#). **Original documents are required by Federal Law. You cannot start working until you complete all of the tax and I-9 forms.**

If I cannot get my acceptable document(s) before my start date, can I start working before I fill out my tax and I-9 forms?

No, you must fill out your tax and I-9 forms on or before your first day of work.

Do I have to bring my original acceptable document(s) in, or is a photocopy okay to use?

We must see the original acceptable documents as identified by USCIS. For a list of acceptable documents see attached, please visit the [USCIS website](#) for additional information.

Income Taxes

As part of the application process, students are required to complete Federal and State tax forms before they are considered eligible to work on-campus. A Student Employment Representative will explain the procedure for completing these forms. A common question is whether to claim "1" or "0" exemptions on the tax forms. Claiming "1" results in a smaller amount of taxes being deducted from your paycheck, while claiming "0" results in a larger amount being deducted. You may change the number of exemptions on your tax forms throughout the school year. If you fail to adequately complete the tax forms, state law requires the Human Resources to withhold an amount from your paycheck based on the highest schedule.

Full time students are exempt from paying Medicare and Social Security taxes. In order for you to take advantage of this exemption, you must be registered as a full time student during the session in which you are working.

How do I enter my time?

Make sure you have completed the required tax forms with Human Resources. You must complete these forms in order to begin work. There are pink paper time cards for Federal Workstudy Hours and blue paper time cards for Non-workstudy Hours. These time sheets must be completed each week and signed by your supervisor and submitted to Human Resources by the deadline each month.

I have applied to numerous positions, but have not heard back from anyone. What should I do?

Like any job application, employers will screen applicants to determine who should be hired for a position. You may want to take the opportunity to follow up with the potential supervisors regarding your desire to work. Be sure to review all position postings and continue to submit your resume.