

FEDERAL WORK STUDY (FWS)

Frequently Asked Questions

Who qualifies for campus employment? *Students eligible to receive Federal Work Study and international students studying at Rochester Christian University receive first priority. Work-study eligibility offers students an opportunity to work on campus but does not guarantee a job. Students on Financial Aid/Academic Suspension are not eligible for on-campus employment.*

If I am not eligible for work-study and not an international student, are there positions available? *A limited number of jobs may be available once all eligible students are placed in positions. Because the ACE Lab is more specialized, FWS requirements are not mandatory; however, qualified students receiving FWS funds will be given first priority.*

How do I apply for a FWS position? *Student Employment Applications are available in the Human Resources Office located inside the Executive Office Suite. It is also available online by accessing the my.rcu.edu student portal at <https://my.rcu.edu/asset/student-employment/>.*

How do I know what FWS positions are available? *Job descriptions for available positions in each department are posted on the my.rcu.edu student portal. Identify your 1st, 2nd, and 3rd job preference on the Student Employment Application. Applications are sent to supervisors in the order of preference, but do not guarantee a job.*

How will I be notified if I am selected for a FWS position? *All communication pertaining to FWS is sent via email to your RCU account.*

Am I allowed to have more than one job on campus? *Yes - as long as you do not exceed the hours you are eligible to work each week as determined by your FWS award.*

How many hours am I allowed to work per week? *Hours are based on the amount of your individual FWS award that is part of your financial aid package. Students typically work 8-10 hours per week; international students are allowed to work up to 20 hours per week.*

What is the rate of pay and when will I get paid? *Students are paid \$12 per hour (minimum wage for the State of Michigan is currently \$10.33 per hour). Paychecks are issued semi-monthly on the 15th and last day of each month. If the pay date falls on a weekend or holiday, you will be paid the work day prior. Student workers are paid one pay period behind. Hours worked during the 1st – 15th of the month are paid the last day of the same month; hours worked during the 16th – last day of the month are paid on the 15th of the following month.*

When can I begin working in my position? *Once you are hired for a position, you will receive an email from Ginny May, Payroll & Benefits Administrator, with instructions for completing the online onboarding process within ADP WorkforceNow. In particular, the onboarding process includes the Federal Form I-9, and it requires two types of documentation to verify your eligibility to work in the United States. These documents must be provided to the Payroll & Benefits Administrator before you can begin working. Examples of identity documents include: RCU ID card or Driver's License, among others. Examples of ability to work documents include: United States birth certificate or social security card. A US passport will fulfill both requirements.*

Does RCU have direct deposit? *Manual checks will not be issued for payroll. Bank routing number(s) and account number(s) must be provided when going through the onboarding process in order for students to be paid. Funds can be deposited into both checking and/or savings accounts.*

May I designate a portion of my check be applied to my account balance? *Yes - you can apply a percentage or a dollar amount of each check directly to your student account balance at RCU by completing a Student Pay Deduction Form in the Human Resources Office.*

If I am currently working, do I need to complete an application? *All students are required to submit a Student Employment Application to verify eligibility for the next academic year. It is not necessary to submit a new application if you are continuing employment from fall to spring.*

Can I work during the summer? *Rochester Christian University offers summer employment, although positions are limited. Students must meet all FWS guidelines and must be enrolled in summer classes or pre-registered for the fall semester in order to be eligible for work. Working on campus for the summer does not guarantee housing. You must complete and submit a housing request to the Center for Student Life prior to the deadline.*