

## **FREQUENTLY ASKED QUESTIONS CONCERNING UNDERGRADUATE AND GRADUATE STUDENT EMPLOYMENT**

### ***When and where can I look for a job?***

Matriculated students in good standing, enrolled in at least half-time semester hours, may begin their job search once they arrive on campus in the fall. International students holding appropriate US Department of State student visas must be enrolled as full time students in order to work. Student Employment opportunities are listed on the Hofstra website. You may also go directly to any department on-campus to inquire about student employment opportunities.

### ***How do I apply for employment on campus?***

You can review the current student employment opportunities on the Hofstra University Student Employment web page and apply directly to the hiring supervisor. Your hiring supervisor must submit a completed Work Permit form to the Office of Student Employment. International students must additionally submit a completed ON Campus Employment Authorization from the Office of Multicultural & International Student Programs, as well as obtain a U.S. Social Security card.

### ***How many hours may I work?***

As an undergraduate or graduate student employee, you may work a maximum of 25 hours per week. International and Federal Work-Study students may work a maximum of 20 hours per week. During summer and intersession, students may work a maximum of 35 hours per week. Most student employees work about 10-15 hours per week. See section entitled "Total Maximum Weekly Hours" on page 14 for more detailed information.

### ***May I have more than one job?***

Students are permitted to work in only one on-campus job at a time. A student-other than a student holding a Graduate Assistantship--may appeal for an exemption by completing the One Position Limit-Exemption form, available on the Student Employment web page.

### ***What documents do I need for student employment?***

Before beginning work as a Hofstra student employee, among other things you must complete the United States Citizenship and Immigration Services Form I-9. You will need either a valid, unexpired passport OR an original social security card or birth certificate AND either a valid driver's license or your Hofstra ID in order to complete an I-9 form. In addition, if you have not been paid by Hofstra previously you will need to complete payroll tax forms, a W-4 Employee Withholding Allowance Certificate and a New York State Withholding form.

### ***How do I contact the Office of Student Employment?***

You can reach us at [studentemployment@hofstra.edu](mailto:studentemployment@hofstra.edu), or call us at 463-6782. Our office is located in the Human Resources center on campus and our web page is <http://www.hofstra.edu/studentemployment>.

***How and when am I paid?***

You are paid by check according to the dates set forth on the Student Pay Information Sheet, a current copy of which is available on the Student Employment web page. You can pick up your paycheck at the Payroll Office or sign up for direct deposit.

***Do I need to do anything if I leave a job before the end of the academic year or summer?***

If you leave your position, for whatever reason, before the end of the academic year or summer, you must notify the Office of Student Employment by telephone or email and must include in such notification your last date of work. This notification requirement does not apply to short-term positions, i.e. day- or week-long positions.

***May I return to the same job each year?***

Yes, if you are invited to do so by your employer and if you are a matriculated student in good standing, enrolled in at least half-time semester hours. You do not need a new work permit if you are continuing a job from fall to spring semester, but you do need a new work permit for the summer or the next academic year.