

APPENDIX

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. F-1 international students must be lawfully maintaining their immigration status and abiding by the regulations of their status. 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 manager. Your hiring manager must submit a completed Work Permit form to the Office of Student Employment. International students must additionally obtain and submit a U.S. Social Security card to the Office of Student Employment.

How many hours may I work?

Academic Year weekly maximum hours are as follows: undergraduates and graduates, Federal Work Study-25; international students-20; all may work a MAXIMUM of 30 hours per week during the summer and school breaks. Overtime is PROHIBITED. 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.

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 to verify your eligibility to work in the US. You will need to show us specific ORIGINAL, UNEXPIRED identification (copies are not permitted), as mandated by the federal government. Acceptable forms of identification are listed at www.uscis.gov/files/form/i-9.pdf.

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.

Please Note: An exemption certificate is good for the calendar year. Any employee who claims “Exempt” from withholding is required to complete a new W-4 form by February 16th of each year to continue being exempt for the following year. Otherwise, his/her exemption will become single with 0.

How do I contact the Office of Student Employment?

You can reach us at 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.