

The "DePauw Resources for Internships, Vocation, and Employment" Program () provides students with the opportunity to work on campus during the academic year. Federal Work Study (FWS) & DePauw Work Study (DWS) positions are listed on Handshake. The majority of on-campus student positions are posted at the beginning of each semester; however, they may be posted at any time throughout the academic year. There are on-campus student positions available in nearly every department and building on campus. There are also on-campus student positions

Academic Requirements

Legal Requirements for Domestic Students

Legal Requirements for International Students

Types of Work Study

Federal Work Study & Community Work Service

Payroll

Conduct at Work

Amount of hours/jobs

Student Employment Process

ADP

Wage Guidelines

Office Guidelines

Progressive Discipline

Performance Reviews

Terminations

A student employee must be in good academic and student employment conduct standing with the University. A student employee of DePauw must be enrolled at least half -time during the semester he/she wants to work in order to be eligible for student employment.

If a student drops classes, which puts him/her below half-time during a semester, the student will immediately become ineligible to continue working as a student employee.

Students are not permitted to work during periods where they would normally attend classes. (E.G, skipping class to pick up an extra shift at work is strictly not allowed, under any circumstances)

The only potential exception to this rule is situations where a student's job has to do with class, i.e. ADA notetakers

- ◁ The link to ADP RM can be found [HERE](#)

The job search process for students is located exclusively in ADP RM. In order to be legally hired, ALL students must fill out an application for whatever position they wish to have. Students must create an account in ADP to view and apply for any student jobs available at DePauw.

Once a student has been offered a job, they will be prompted to complete their hiring paperwork through ADP WorkForce Now. Students ARE NOT permitted to begin working until their online paperwork has been completed.

In order for the office of Student Employment to complete their paperwork, students are required to sign their acknowledgment of significant policies, and present identification documents in person at the Hubbard Center. Copies, pictures or faxes of these documents will NOT be accepted. Examples include but are not limited to: one picture ID such as a driver's license or DePauw ID and a non-picture ID such as a social security card or birth certificate. A valid passport is acceptable for both picture and non-picture ID. Again, NO pictures or copies of your documents will be accepted unless notarized; documents presented must be original. A link to the DHS approved list of documents for your I9 can be found [here](#). Students ARE NOT permitted to begin working before completing their paperwork and receiving confirmation from Student Employment clearing them to work.

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International students are to begin their social security application before they can begin working on campus. The CDI and the Hubbard Center will provide a limited amount of transportation to the Terre Haute SSA office at the beginning of every semester, depending on demand; if the demand isn't high enough, students will be responsible for arranging their own transportation. Once these shuttles are no longer offered, the student is responsible for scheduling an appointment and providing

transportation. For more info on scheduling an appointment and transportation options, please email chloeosullivan@depauw.edu.

SSA requires students to bring a list of documents to their appointment to start the application process. They are as follows:

- A passport from country of residence

- I94

- I20

- Reference number from online application (<https://www.ssa.gov/ssnumber/>)

- Letter from DePauw's DSO (currently Beth Haymaker in the CDI)

- Job Offer letter from on-campus supervisor (template found [here](#), wet signature)

Once a student's application has been processed, SSA should give them a receipt from the application. The student may bring that receipt, their I94 and their passport to the Hubbard Center; these documents will tentatively clear the student to work for 90 days while their SSC comes in the mail. Once their SSC has arrived in the mail, they are required to bring it to the Hubbard Center where they will complete the rest of their paperwork on paper in the Hubbard Center, along with signing their acknowledgement of significant policies on paper. Students ARE NOT permitted to begin working before completing their paperwork and receiving confirmation from Student Employment clearing them to work.

There are two types of work study awards at DePauw; Federal work study and DePauw work study. Federal work study is an award given to a student based on their financial need. This money is given to DPU by the federal government to be dispersed to students who are financially eligible in order to give them the opportunity to work on campus. Students should check with the office of financial aid to see if they are eligible for federal work study.

DePauw work study is money used for work study awards for students to give them the opportunity to work on campus. It is provided by DePauw and is awarded to students when they are offered an on-campus position.

In all cases, students must accept their work study award by filling out [this](#) form.

Federal work study can be used at any on campus position. However, there are many off

DePauw utilizes the HRIS (Human resource information system) ADP for both job applications, paperwork and payroll. Once students have completed their paperwork, they will be sent information on timecards and pay methods, both of which are managed in ADP WorkForce Now.

Absence: An absence is the failure to be on the job at any time during your scheduled hours of work, including arriving after your scheduled start time or leaving before the end of your scheduled hours of work.

Tardiness: You will be considered tardy if you fail to report to work at the designated starting time.

Unapproved Absence: An unscheduled and unapproved absence is an absence not pre-approved by your immediate supervisor.

employment department may place you on an employment hiatus until further counseling has been completed, during which time you will not be allowed to participate in student employment at DePauw. Once again, depending on the severity of the situation, it may be documented and communicated to potential future supervisors.

Regarding dress code, cell phone use, and homework on the clock, the student employment department does not have an official policy; we recognize that different departments across the university have different needs, work environments, and expectations and should not all be held to the same standard on these issues. However, it is likely that your individual departments will have you

6. Student Employment will then send an notify the student supervisor and the payroll department letting them know that that student(s) is/are cleared to work.
7. Payroll will set up timecard access and the student(s) may begin working.

All student terminations must be run by HR and student employment before proceeding. The steps of the progressive discipline policy must have been followed and documented/sent to student employment, barring any student behavior that is significant enough to accelerate the policy to further disciplinary action, up to and including termination. (This includes 3 no call/no shows.) Depending on the severity of the circumstances, the termination may occur via email or an in-person discussion at student employment with the student, the supervisor and student employment present. Depending on the severity of the situation, student employment might have to document the offense(s) that led to termination and inform potential future supervisors of the circumstances surrounding the termination of the student in question.