

# COLLEGE WORK STUDY AND EMPLOYMENT

Students awarded Federal Work Study (FWS) or Muhlenberg College Employment (MCE) may work on campus to earn money to pay for college expenses. The amount indicated on the financial aid notification letter is the maximum that can be earned during the academic year. Students will work an average of 8-10 hours per week in administrative or department offices and will receive monthly paychecks for their work. Therefore, the student employment award **WILL NOT** be deducted from the college bill.

The college employment is not mandatory, nor will the acceptance or rejection of student employment affect your financial aid award. **If you decide not to work on campus, you should contact the Office of Financial Aid as soon as possible.** If you wish to be employed in the work program, you must do the following:

**Step 1:** If you are not returning to a position, you should go to the Office of Financial Aid when you arrive on campus. In the office there are complete listings and descriptions of all campus jobs.

It is your responsibility to obtain a work position. For the first 10 days of classes, the jobs are reserved for students who have been awarded student employment and they are available on a first-come, first-serve basis. Therefore, students are urged to obtain their job as soon as possible.

**Step 2:** Once you find a job in which you are interested, you must speak with the job's supervisor and if hired, arrange a work schedule.

**Step 3:** Once you have a job commitment, you need to pick up a contract, W-4 Form, an I-9 Employment Eligibility Verification Form, and New Hire Form. Federal regulations require that every first-time employee prove his/her citizenship and eligibility for employment. Each **NEW** student worker at Muhlenberg College will be required to establish his/her identity and eligibility to work by completing the I-9 Form. You will need to come to the Office of Financial Aid with ID (like your Social Security card and your driver's license (or Muhlenberg ID)) to complete the I-9 Form. **This I-9 Form need not be completed again if you have already provided Muhlenberg with one.**

**Step 4:** Return the contract, signed by both you and your supervisor, the W-4 Form, and an I-9 Employment Form to the Office of Financial Aid. At that time you can show the necessary identification to complete the I-9 Form.

**Step 5:** You may begin working your agreed upon hours. You should not average more than 10 hours per week. All of your work earnings will be monitored to ensure that you do not exceed the amount on your financial aid notification letter.

**Step 6:** You will complete a time sheet for each pay period and receive a check for each pay period.

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**Students not awarded student employment who wish to be considered for on-campus jobs should place their name on the job waiting list in the Office of Financial Aid. Students with financial need will be given first priority in filling available jobs. If you have any questions regarding the Muhlenberg College student employment program, please contact the Office of Financial Aid.**

