

# Student Employee Frequently Asked Questions

## + Who is eligible to work on campus?

Many on-campus jobs require students to have Federal Work-Study. Work-Study must appear on your Financial Aid Offer for you to participate in this federally funded program.

Students who are not eligible to participate in Work-Study may contact the Office of Career Development at 412-578-6067 or [careercenter@carlow.edu](mailto:careercenter@carlow.edu) to learn about other opportunities to work on campus.

## + How do I find a job on campus?

Carlow University has partnered with Handshake. Watch for an email inviting you to claim your Handshake account. You will be able to log in with your Carlow credentials. Available positions will be posted in Handshake after August 15 each year.

## + How many hours am I permitted to work?

The number of hours you can work is determined by the Federal Work-Study amount on your Financial Aid Offer. The award will equal a specified number of hours for the academic year (fall and spring semester). The academic year hours will be broken down into weekly hours for each semester.

For example, an annual Federal Work-Study amount of \$2,500 equates to approximately 300 hours to be worked for the fall and spring semesters, or approximately 8-10 hours per week.

Both you and your employer will be notified of the number of permitted working hours. Together, you will determine the days and times you work based on your class schedule or any other commitments. You and your employer must monitor your hours. It is very important you do not work more than your allotted award.

## + How am I paid for the hours worked?

You are paid bi-weekly if you accurately complete an electronic timesheet to record hours worked in each two-week pay period. While direct deposit to your checking or savings account is encouraged, you can receive a paper check mailed to your permanent address.

## + What paperwork do I need to complete?

On myCarlow, you will find an information packet and necessary forms, including an employment application. Before you start working, you will need to complete a federal I-9 form which requires that you present specific, original, forms of identification to our staff. A list of acceptable documents is found on the following page.

## + What if I have additional questions?

Information about the Work-Study program will be emailed to eligible students toward the start of the semester. In the meantime, questions related to eligibility for Work-Study and other financial aid-related questions should be directed to the Student Hub at 412-578-6389 or [finaid@carlow.edu](mailto:finaid@carlow.edu). Questions about securing a Work-Study position should be directed to the Office of Career Development at 412-578-6067 or [careercenter@carlow.edu](mailto:careercenter@carlow.edu).

# List of Acceptable Documents to Complete a Federal I-9 Form

All documents must be **UNEXPIRED**

Employees may present one selection from **List A**  
or a combination of one selection from **List B** and one selection from **List C**.

LIST A Documents that Establish Both Identity and Employment Authorization	LIST B Documents that Establish Identity	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card	1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	1. Social Security Account Number card, unless the card includes one of the following restrictions:  (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)	2. ID card issued by federal, state, or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa	3. School ID card with a photograph	3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
4. Employment Authorization Document that contains a photograph (Form I-766)	4. Voter's registration card	4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following:  (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.	5. U.S. Military card or draft record	5. Native American tribal document
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI	6. Military dependent's ID card	6. U.S. Citizen ID Card (Form I-179)
	7. U.S. Coast Guard Merchant Mariner Card	7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
	8. Native American tribal document	8. Employment authorization document issued by the Department of Homeland Security
	9. Driver's license issued by a Canadian government authority	
	<b>For persons under age 18 who are unable to present a document listed above:</b>	
	10. School record or report card	
	11. Clinic, doctor, or hospital record	
	12. Day-care or nursery school record	