

PEPPERDINE | SCHOOL OF PUBLIC POLICY

OFFICE OF FINANCIAL AID

Phone: 310.506.7493 / Fax: 310.506.7494

STUDENT EMPLOYMENT

GENERAL INSTRUCTIONS - Federal Work Study Program and Non-FWS:

If you are interested in finding on-campus job opportunities, you can visit the Handshake job posting website (located through your WaveNet) to find on-campus jobs that are currently available. Once you successfully obtain a job offer and accept a job offer, you must complete important federal, state, and university paperwork with the Student Employment Office at Pepperdine University before you can legally begin your employment. **Please do not begin your first shift of employment yet until you have completed all required employment paperwork with the Student Employment Office.** You will need to visit the Student Employment Office to complete all the forms in-person. Student Employment Office (SEO) is located in the Malibu campus in the Tyler Campus Center, Suite 210.

Here are the required forms that you will need complete with the Student Employment Office in-person:

- Form I-9
- Form W-4
- Confidentiality Agreement Form
- Mandated Reporter Acknowledgement Form
- Computer Usage Policy Form
- Student Employment Agreement Form

What to Bring to Complete Your Employment Paperwork:

Please allot approximately 30 minutes to complete all necessary paperwork. When you visit the Student Employment Office to complete your employment paperwork, please bring original documentation proving your identity and employment authorization eligibility. A complete list of acceptable documents can be found at <http://www.pepperdine.edu/studentemployment/content/formi9documents.pdf> (all of these items must be **ORIGINAL** documents, photocopies or photos of the document can **NOT** be accepted). You must bring either one item from List A, or one item from List B + one item from List C. The following item(s) are examples of the most commonly used documents:

- U.S. Passport (Under List A) OR
- Permanent Resident Card or Alien Registration Receipt Card with photograph (Under List A) OR
- Driver's License (Under List B) + U.S. Social Security Card (Under List C) OR
- Pepperdine school ID (Under List B) + U.S. Social Security Card (Under List C) OR
- Driver's License (Under List B) + Original or certified copy of a birth certificate (Under List C) OR
- Pepperdine school ID (Under List B) + Original or certified copy of a birth certificate (Under List C) OR
- Foreign Passport + Form I-94 + Form I-20 (Under List A for F-1 Visa International Students; note that there may be additional process for F-1 Visa students. Please check with the Student Employment Office to learn more about this process)

When And How Do I Get Paid?

You will be paid in two-week increments (biweekly schedule). Please visit <https://community.pepperdine.edu/finance/payroll/payschedule.htm> to view the most updated pay schedule.

Paychecks will be mailed to you or through direct deposit on the paydays indicated on the pay schedule.

How Many Hours Maximum Can I Work?

Students can work no more than 20 hours per week when school is in session. When school is not in session (such as spring break or summer break), students can work up to 29 hours per week. Students can work 8 hours per day. If a student were to work more than 5 hours consecutively in a day, they must take a 30 minute unpaid meal break no later than 4 hours and 59 minutes after their starting shift. For example, say a student works from 8:00 AM to 4:00 PM. If this is the schedule, then the student must take a break at 12:59 PM.

Additional Instructions for FEDERAL WORK STUDY Program Only:

Determining Eligibility

1. You must complete the Financial Aid process by submitting a FAFSA to be considered for the Federal Work Study Program.
2. Review your Financial Aid Package in WaveNet once you receive your Award Notification to determine if Federal Work Study is part of your package. If not, check with the SPP Financial Aid Director. Work Study funds are awarded if the student budget allows.

NOTE: *Federal Work Study is considered a component of your financial aid budget. It is not awarded in addition to the student budget.*