

PEPPERDINE | SCHOOL OF PUBLIC POLICY

SPP 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 (<https://publicpolicy.pepperdine.edu/career-services/search/>) 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.**

What You Need to Do Once You Have Been Hired?

1. If you are a first time student employee, you will be required to complete necessary on-boarding paperwork prior to your first day of work. Follow this link to request a remote 30 minute I-9 appointment: [On-Boarding Paperwork Appointment Request](#)
2. What to have/bring with you for your I-9 appointment: original, unexpired document(s) with you to complete your paperwork; you can bring one selection from List A or one selection from List B along with one selection from List C. Here is the list of [Acceptable Documents for Form I-9](#). An adult over the age of 18 must be present in your household to confirm your identity, if you are completing your I-9 remotely.
3. Once your I-9 is completed, you will receive further instructions on completing a Form W-4, Confidentiality Security Agreement, Computer Network Use Agreement, and a background screening (if required).
4. Both yourself and your supervisor will receive an email confirming that your hire may be entered into our system and you may begin working at that time. You MAY NOT begin working until you have received this confirmation email from our office.
5. Please be sure to: [Review Your Health Insurance Coverage Options](#)
6. You will receive an email with information on how to report your work hours and how to set-up direct deposit. You can also read the following steps for setting up direct-deposit and for reporting worked hours.
7. [Bi-weekly payroll schedule](#)

Reporting Hours: please go to the following link to learn more about Kronos, our web-based time and attendance system: [Kronos Student User Guide](#)

When And How Do I Get Paid?

You will be paid in two-week increments (biweekly schedule).

Paychecks will be mailed to you or through direct deposit on the paydays indicated on the pay schedule. For direct deposit set-up instructions, please visit:

<https://community.pepperdine.edu/studentemployment/currentstudents/hiringprocess.htm>

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.*

For the most up to date information from the Student Employment Office and the COVID-19 pandemic, please click here:

<https://community.pepperdine.edu/studentemployment/oncampusemployers/fag-covid-19.htm>