

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 plan to look for work on-campus, you will need to fill out employment paperwork in the Student Employment Office. Students must submit an **On-Campus Student Employment Authorization**

II. Payroll Paperwork - Student must complete the following documents **before starting to **work**:**

1. W-4

- a. Use the address where you want the W-2 form sent at end of year.
Note: If this address changes during the year, fill out a new W-4.
- b. Do not fill in the name of the employer.
- c. If you have worked at Pepperdine previously, you may only have to **update** your W-4

2. Federal I-9

One required form is the Federal I-9, which requires original documents establishing your identity and eligibility to work in the U.S. Please plan to bring **ORIGINAL** documents as photocopies are not acceptable. You will need to bring one combination of the following:

- a) Passport
- b) Driver's License + Social Security Card
- c) Driver's License + Certified Copy of a Birth Certificate
- c) School ID + Social Security Card
- d) School ID + Certified Copy of a Birth Certificate

3. Direct Deposit

Direct Deposit is recommended. You will be given instructions to request direct deposit online through WaveNet; this is to be completed only after your job has been entered into the system.

4. Confidentiality Agreement is required.

III. Pay Periods

1. You will be paid in two-week increments.
2. Pay Schedules are available in the Office of Financial Aid.
3. Time is recorded in WaveNet: <https://wavenet.pepperdine.edu>. You can find the link "Timesheet" in the upper-right corner of your home page. Please record your time on a daily basis. For instruction guides visit: <http://services.pepperdine.edu/finance/content/KronosStudentUserguide-0407.pdf>.
 - a. All time should be recorded for the week by 4:00 p.m. on Fridays.
 - b. Late time cannot be processed until the following pay period. However, late timesheets should be submitted as close to the scheduled due date as possible. *Note: When timesheets from two pay periods are processed together, the tax calculations will be negatively impacted.*

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4. Pay checks will be mailed to you or direct deposits will be made on Fridays according to the Pay Schedule.

IV. Regulations - Work Schedules

1. It is recommended that you work no more than 20 hours per week while school is in session. (Note: The current FWS allotment is for 10 hours a week, so you will need to contact the Director of Financial Aid for an increase in FWS).
2. You may work 40 hours during school vacations and summer (NOTE: FWS is not available in the summer)
Do Not Work Overtime - Do Not Exceed: 6 days per week or 8 hours per day
3. If you work more than 6 hours in one day, you must clock out for a 30 minute break.

Additional Instructions for FEDERAL WORK STUDY PROGRAM Only:

Determining Eligibility

1. You must complete the Financial Aid process to be considered for the Federal Work Study Program. Complete the FAFSA and return the Eligibility Notification.
2. Consult your Eligibility Notification to see if Federal Work Study is part of your package. If not, check with the 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.