

# 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?**

We strongly encourage student employees to set up a direct deposit as a method of payment. Here are the benefits of signing up for direct deposit:

- Quick - Your money is electronically transferred to your account and is available on the date expected. With Direct Deposit your money is ready to use on payday.
- Safe - Direct Deposit puts money in your account on time, every time. There is nothing to get lost or delayed in the mail.

- Easy - Easy to set up
- Secure - Worries about lost, stolen or misplaced checks are virtually eliminated. Your pay is deposited even if you're on vacation, sick or out of town.
- Help the Environment - As a bonus, you'll be a partner in helping to reduce the negative impact on the planet.

Here are the steps to set up/edit direct deposit:

1. Log on to WaveNet
2. On the top of the WaveNet homepage, click on the "Employee" tab
3. Click on "Employee Self Service"
4. A new tab should open on your browser. Under this new tab, click on "Payroll"
5. Click on the "Direct Deposit" icon
6. To add a new account click the "+" button.
7. Under "Nickname", please create a nickname for the particular account that you are adding.
8. Under "Payment Method", please make sure that "Direct Deposit" is selected
9. Type in your routing number and account number (NOTE: your routing number and account number are NOT the numbers on your debit card/ATM card. This is a common mistake made by many student employees. Please make sure that you get the correct numbers for your bank.)
  - a. These numbers can be found in your banking app or on paper checks
10. For Account Type, select if the account is a "Checking" or "Savings" account
11. For "Deposit Type", put down "Remaining Balance"
12. Click "Submit"

Note: if you are making changes/edits to your direct deposit information, please note that the site allows only 1 edit per day for security purposes.

### **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 40 hours per week as long as the duration of these increased hours is not more than 10 weeks. 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.***