





## CURRY COLLEGE Human Resources

### 2) Do I have to earn my whole allocation?

No. Your Federal Work-Study allocation represents a maximum amount that you may earn. However, a Federal Work-Study allocation is made as part of a financial aid package with the assumption that you NEED these funds to assist you so that you may attend Curry. However, if you aren't able to earn your full allocation or if you elect not to work or to decline a job offer, it will not impact the rest of your offer of financial aid. Additionally, it will not impact a future year's award package.

Since you are not allowed to deduct any Federal Work-Study funding from your Student Account charges, any money you earn is to be used for books, supplies and personal college expenses. If you do not earn your entire award, you simply do not receive that money. **You will not owe the school any unearned money.**

### 3) Can I have more than one job?

No. Students may not hold more than one Work-Study job at any given time. However, a Work-Study student may hold another on-campus job that is not funded by the Federal Work-Study Program. All student workers are restricted to 20 hours of employment per week while school is in session, and 40 hours per week during vacation periods (this is College policy, and for International Students, this is a federal law). You may not earn more money than your allocation. You may have found a job you really want, but it cannot give you enough hours to earn your total allocation.

Students working more than one job on campus will receive their wage earnings from all positions on one paycheck. Separate checks are not issued for each job.

New positions are posted on the student employment website **Curry Connect** throughout the year. At the start of each semester check the site frequently for new part-time positions.



**Remember: You must send an application to the hiring manager for each job in which you are interested and in order to be considered.**

**4) Can I subtract my work allocation from my bill and have my checks go directly to my billed charges?**

No, if you wish to use your work-study earnings to help pay tuition charges, you can save your money for future bill payments.

**5) Can I earn more than my allocation?**

In most cases no. Your work allocation is determined as part of your financial aid package, and there is a limit to the amount of financial aid you can receive. If you earn more than your allocation without the permission of the Student Financial Services Office, other aid which has been offered to you may have to be reduced on a dollar-for-dollar basis.

**6) How can I use my pay? Can I spend it any way I like?**

Your wages are for your expenses as a student. This includes personal expenses, books, supplies, transportation, laundry, entertainment, etc. You may also save money for future tuition payments.

When the Student Financial Services Office determined your eligibility for aid, we understood that in addition to tuition, fees, room and board (if applicable) which are billed directly by Curry College, that you will have additional expenses associated with being a student. Your Federal Work-Study allocation has been awarded to assist you with these everyday personal expenses.



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### **7) If I report a change of name and/or address to the Registrar's Office, does Payroll receive that information?**

NO. Report name and/or address changes directly to Human Resources by completing a new **Student Information form** located on the **Student Employment portal page**.

### **8) Do I have to pay taxes on my Federal Work-Study earnings?**

Federal Work-Study is taxable income, but is exempt from FICA if you are currently enrolled in 12 or more credits at Curry College. You need to complete a W-4 form with the Human Resources Office before you may begin working. The amount of federal and state taxes withheld from your pay will depend upon how many exemptions you claim on your W-4 form. The amount of income that you earn in a particular calendar year, plus the amount of your withholdings, will determine whether or not you will owe taxes at the end of the year or receive a refund of taxes.

### **9) What about confidentiality?**

Confidential information is very important and should be dealt with in the most professional manner. A breach of confidentiality will not be tolerated. Students who leak confidential information will have their employment terminated immediately.

### **10) When can I begin working?**

You can begin working when the hiring process has been completed and only after you have completed the employment paperwork with Human Resources. If you have any missing financial aid paperwork necessary to make your financial aid award offer official rather than an estimate of your eligibility then you also must submit those documents in order to begin working.



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**You may not begin a work-study job any earlier than the first day of the academic year (fall semester),** even if your employment paperwork has been completed before that date (this is a Federal Financial Aid regulation).

### **11) What types of jobs are available?**

A wide variety of jobs are available on the Curry campus. A vast majority of the positions require some office skills, but many do not call for previous experience. You are encouraged to review all positions to find the jobs which suit your available time, interests, and skills. New positions are posted on the student employment website **Curry Connect** throughout the year. Check the site frequently for new part-time positions. **Remember: You must apply online for each job.**

### **12) What are my responsibilities as a student worker?**

A Federal Work-Study job is no different than any other job you may have had. General expectations include, but are not limited to, the following:

- Working the hours you have scheduled with your on-campus employer;
- Recording your hours in EZLabor accurately and honestly;
- Being punctual;
- Doing your job carefully, honestly, and to the best of your ability;
- Notifying your supervisor in advance if you are unable to work your expected hours
- Notifying your supervisor if you are sick or unable to work due to some emergency before the start of your scheduled shift and not later than 30 minutes after the scheduled start time.

You and your supervisor have a working relationship. Your supervisor should be notified if you are having any difficulties in your position. Refer to new handbook



### **13) I can't get fired...can I?**

Unfortunately, the answer to this question is yes. You should approach your work-study job exactly the same way you would approach any job. Your supervisor is relying on you the same way he or she relies on any employee. If you are sick, you should inform your supervisor immediately. In some departments your supervisor may expect you to find someone else to cover your hours for you. As an example the following are just some of the reasons a student may be terminated from an on-campus job: excessive absences, unacceptable conduct in violation of college policies or law, misrepresent hours worked when reporting your time for payroll, and unsatisfactory work performance are grounds for dismissal. Although it doesn't happen often, it can happen.

### **14) If I quit my job does that prevent me from being awarded Federal Work-Study in the future?**

No, however, you should not just "walk away" from a work-study position. If you are unable to work, after securing a position, you should notify your supervisor as soon as you realize there may be a problem. When applying for aid in future years, you may be offered work-study again, regardless of what happens in a prior year.

### **15) When do I have to stop working?**

You must stop working as soon as you have earned your entire work-study award and no later than the last day of the published academic calendar. It is the student's responsibility, as well as the supervisor's responsibility, to keep track of the hours and the income you are earning. The Payroll Office will make its best effort to notify your supervisor when you are close to using up your award. Provided that you still have money left, you can work in your work-study position through the end of the Academic Year.



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### **16) What if I have questions about my employment?**

Any questions or concerns you may have about working on campus should be directed to the Human Resources Office. Human Resources Office is located on the Garden Level of the King Administration Building. We can also be reached at 617-333-2263 or at [hr@Curry.edu](mailto:hr@Curry.edu). Don't hesitate to call or stop by the office.

Any questions regarding your Financial Aid Award including questions about your eligibility for a Work-Study Award should be directed to the Student Financial Services Office.

Any questions regarding your paycheck or regarding EZLabor accesses or account issues should be directed to the Payroll Office as soon as possible at 617-333-2223 or 617-333-2204. The Payroll office is located on the Garden Level of 65B Atherton Street.