

Federal Work Study FAQs

IMPORTANT NOTE: In order to work on campus **you must bring with you to campus original forms of identification** as proof of your identity and work eligibility as required by the Federal Form I-9. Please review (before arriving on campus) the LIST OF ACCEPTABLE DOCUMENTS by clicking on the Quick Link below. If you have completed this form in a previous year you do not need to do it again.

How do I know if I have a Federal Work Study Award?

If you applied for need-based financial aid by submitting a Free Application for Federal Student Aid (FAFSA) to the college, consideration for your work study eligibility was made at the time your Financial Aid Counselor reviewed and awarded your application. Students awarded Federal Work Study would have that award listed as part of the Financial Aid Award letter mailed to the student for the academic year. Please note, the college receives a limited allocation of Federal Work Study funds from the federal government.

Still not sure if you have a work award?

- Log in to your myCurry account
- Go to the Finances tab
- Select Financial Aid Awards in the dropdown and then select the academic year dates for the period you are checking your eligibility.
- If you have a Federal Work Study award, it will show under the academic year offer letter.

Am I assigned a job?

Curry does not assign our students to jobs. We want you to find a position that is fulfilling, relates to your interests (career path or hobbies), provides you with an opportunity to strengthen your professional skills for your resume and is a good fit for you. Similar to a "real-world" job search process, you look through the open positions on Handshake and you apply and interview for the available roles that interest you or that match your skill set or possible future career path.

How do I apply for a job?

Each on-campus department job and all off-campus community service roles are posted in Handshake on myCurry and the posting includes instructions on how to apply and who to send

your application to. Be sure to read the instructions carefully! Following the application directions is an important step to show you'll be able to follow directions on the job, too.

Here can I receive assistance in finding a job?

If you need help finding a work opportunity, please contact the Office of Student Financial Services at fin-aid@curry.edu or tel. 617-333-2354.

How many hours will I be working?

The number of hours you work each week will be based on your availability, the scheduling needs of your hiring manager, your hourly rate of pay and if you're a Federal Work Study recipient, the amount of your annual award.

How much will I earn?

Most of the student position pay rates are tied to the state (Massachusetts) minimum wage rate. This means as of January 1, 2023, minimum wage increased to \$15.00 per hour. You are paid an hourly rate for each hour you work. Those awarded Federal Work Study can earn up to the total dollars awarded.

I've been hired- Now what?

Once a hiring manager notifies you that you have been hired, and you choose to accept the role, you will need to, with your hiring manager, complete paperwork.

Important note, you cannot begin working until all paperwork has been completed in full and submitted to Human Resources.

Your hiring supervisor will complete the Student Personnel Action Form and I-9 with you.

You need to complete the Form W-4 and Form M-4, and, if appropriate, the Direct Deposit Form and submit to your supervisor to be forwarded to HR as a packet with your Student Personnel Action Form and Form I-9.

When will I be paid?

Student employees are paid by the Curry College Payroll Office bi-weekly (every two weeks).

You are strongly encouraged to fill out a Direct Deposit Form so your pay is easily accessible to you.

Where do I pick up my paycheck?

Checks are picked up by a department representative between 8:30 am and noon in the Payroll office on payday and then distributed to students from their supervisor in the Department.

You are strongly encouraged to fill out a Direct Deposit Form so your pay is easily accessible to you.

Is there somewhere on campus that I can cash my paycheck?

Unfortunately the college does not have a check cashing service on campus. There is however a Sovereign Bank ATM machine in the Student Center that can be used to deposit your check into your personal bank account electronically.

You may also opt to have your pay direct deposited into your bank account on payday.

How do I sign up for direct deposit?

The information required for signing up for direct deposit is: the name of your bank, your bank's routing/transit number, type of account you are depositing into (checking or savings) and your account number. You can either request a direct deposit form from your bank (highly recommended) or complete a form yourself that is available in the Human Resources or Payroll office.

If you are opting to deposit into a checking account, please attach a copy of one of your personal checks to the form.

The first check that is processed following submission of your account information will be a live check, subsequent checks will be deposited into your account on payday and you will receive an Earnings statement that includes gross earnings, deductions and the net amount deposited rather than a live check.

If I signed up for direct deposit last year, do I need to sign up again this year?

No, direct deposit information from a prior semester will be reinstated automatically the following semester.

If you wish to cancel your direct deposit at any time, you do need to notify the Payroll Office at 617-333-2223 at least one week prior to the check date you want the deposit cancelled.