Student Employment Information

Federal Work-Study

- Partly funded by the federal government.
- Awarded to students who complete a FAFSA by the March 1st priority deadline and who also meet the financial need criteria established by the FA Office.
- Federal Work-Study does not come off the tuition bill as students are paid an hourly wage and earn a biweekly paycheck for the hours they work.
- Students find their own job as the Student Employment does not place students in jobs or find jobs for students.
- Departments post and hire students throughout summer and first few weeks of school.
- Students search for jobs through the Student Employment Self Service System. Student Employment Self Service is located in the MyUMassD Portal; myUMassD > Careers & Jobs > Student Jobs.
- Students search, apply and interview for jobs directly to hiring departments. Students should apply to all jobs they are qualified for.
- Once employed, it is up to the student to track their own earnings to ensure they don’t earn over their Federal Work-Study Award.
- If a student receives an email notifying them of changes to their Financial Aid package, they should check their COIN account as Federal Work-Study sometimes is the first thing that gets reduced or cancelled.

Non Work-Study

- UMass department hiring the student pays the wages.
- Students find their own job as the Student Employment does not place students in jobs or find jobs for students.
- Departments post and hire students throughout summer and first few weeks of school.
• Students search for jobs through the Student Employment Self Service System. Student Employment Self Service is located in the MyUMassD Portal; *myUmassD > Careers & Jobs > Student Jobs*. 

• Students search, apply and interview for jobs directly to hiring departments. Students should apply to all jobs they are qualified for. 

• Limited number of non work study positions are available so apply early.

**Required forms**

• Student workers need to complete a W-4 form for tax withholdings. 

• Student workers need to complete an I-9 form for Homeland Security. 

**IMPORTANT:** ORIGINAL forms of identification must accompany the I-9 form and photocopies are not accepted. Acceptable ID’s are listed on the back of the I-9 form. The most common are a Driver’s License or Student ID along with a Social Security Card or Birth Certificate. A Passport will satisfy all requirements. These documents must be submitted in person to Student Employment.

• Direct deposit is available.

**Important deadlines**

• Students must complete a FAFSA by **March 1st** to be considered for Federal Work-Study. 

• Students must find and be hired into a job by **October 1st** or Federal Work-Study award will be cancelled. 

• If you do not want to work during the fall semester but would like to keep the spring Federal Work-Study Award, a Federal Work-Study Deferment Form must be submitted to University Enrollment by the same October 1st deadline.

**Contact Us**

• Student Employment is located in the Financial Aid Office, Foster Administration Building, Room 105. 

• Specific questions can be emailed to stuemployment@umassd.edu. 

• Phone number is 508-999-8647.