

## Suffolk University

• Office of Student Financial Services • 73 Tremont Street • Boston, MA 02108  
617-573-8470 • 617-720-357

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# FEDERAL WORK STUDY AND SPILG FELLOWSHIP

## Employment Requirements

To accept and be paid for the FWS/SPILG Fellowship position, please review the three tasks which have been assigned in Workday. These documents must be completed and submitted before students begin working.

### Tasks in Workday:

1. **Summer Federal Work Study Reply Form:** This is a DocuSign form and should be submitted as soon as possible. This form will be used to create a summer position in Workday. Be sure to attach a Job Description which indicates job title, duties, and the location where work will be performed. To decline the FWS award for the summer term, please do so on the Reply Form.
2. **Employment Authorization Form:** This is a PDF which must be completed by the student and supervisor and uploaded through Workday.
3. **Federal Work Study Contract:** Be sure the contract is signed by the Agency Supervisor and an Alternate Signatory, who will be responsible for signing Time Sheets. The signed PDF should be uploaded through Workday.

### What Happens Once We Receive the Summer Federal Work Study Reply Form:

To be paid through the Federal Work Study Program, all students will need a worker record in Workday.

• ***Students who have previously worked at Suffolk University*** will have a new position added to their Workday account which will be effective on the anticipated start date of the summer internship.

• ***New Students to Suffolk University Employment*** will receive an email indicating they have been hired in Workday and will be asked to complete additional tasks.

1. Complete Form I-9 (see instructions below)
2. Complete Payment Election for Direct Deposit
3. Complete both federal and state tax elections
4. Review all employment policies

**Completing Form I-9 is a two-step process.**

**Step 1. Complete Section 1 in Workday and submit.**

**Step 2. Present original documents in person to the RAM Center on the 6<sup>th</sup> floor of 73 Tremont Street. A list of acceptable documents can be found [here](#).**

*“Suffolk University is an E-Verify employer. E-Verify is a web-based system that allows an employer to determine an employee's eligibility to work in the United States using information reported on an employee's Form I-9. The E-Verify system confirms eligibility with both the Social Security Administration (SSA) and Department of Homeland Security (DHS). For more information, please go to the United States Citizenship and Immigration Services (USCIS) E-Verify website.”*

### **Payment Information:**

The FWS/SPIIG Fellowship will be paid bi-weekly for hours worked. Students are responsible for entering their hours in the “Time” App in Workday. In addition, students must submit a paper Time Sheet (included below) signed by the agency supervisor or the alternate signatory validating the hours worked. The Time Sheet must be signed with either a **wet signature or a digital signature** and must be emailed to [Summerworkstudypayroll@suffolk.edu](mailto:Summerworkstudypayroll@suffolk.edu). **Please note the hours entered in Workday must match the hours listed on the Time Sheet.**

### **Questions:**

- If you have questions about your Federal Work Study Award, please contact your financial aid counselor. Each student is assigned a financial aid counselor based on the first letter of the student's last name. Counselor assignment is as follows:
  - **A-K**            **Hilary Haley** | [hhaley@suffolk.edu](mailto:hhaley@suffolk.edu)
  - **L-Z**            **Jamie O'Brien** | [jaobrien2@suffolk.edu](mailto:jaobrien2@suffolk.edu)

Students can also contact the Office of Student Financial Services at 617-573-8488 with questions or stop by the office located on the 6<sup>th</sup> floor of 73 Tremont Street.

# Suffolk University Time Sheet

Completed Time Sheet must be submitted by email to [Summerworkstudypayroll@suffolk.edu](mailto:Summerworkstudypayroll@suffolk.edu)

Payroll Period:

Beginning Monday \_\_\_\_\_, 20\_\_ Ending Sunday \_\_\_\_\_, 20\_\_

\_\_\_\_\_(\_\_\_\_\_)\_\_\_\_\_  
Name of Off-Campus Agency or Suffolk Dept. & Dept. # Phone Number

\_\_\_\_\_  
Off-Campus Agency Address

\_\_\_\_\_  
City, State and Zip Code

DAY	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	
TIME IN															
TIME OUT															
TIME IN															
TIME OUT															
DAILY TOTAL HOURS (minus breaks and lunch)															TOTAL HOURS

I certify the above is a true statement of hours worked and the assigned job has been performed in a satisfactory manner.

\_\_\_\_\_  
Student Name (please print)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Name (please print)

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

**Instructions for Completing the Student Time Sheet:**

- Time Sheets are to be completed bi-weekly in accordance with the Suffolk University Payroll Schedule. **The hours must match the hours in Workday.**
- The Daily Total Hours box should only include hours worked. Students are *not* paid for breaks, lunches, holidays, sick time, vacation, or jury duty.
- Students should not work more than 8 hours a day. During summer, students may work a maximum of 35 hours per week.
- Cross outs will NOT be accepted.
- Email this Time Sheet to [Summerworkstudypayroll@suffolk.edu](mailto:Summerworkstudypayroll@suffolk.edu). Students and supervisors are encouraged to make a copy for their records.