



# YOUR FEDERAL WORK-STUDY AWARD

You have been awarded Federal Work-Study (FWS) as part of your financial aid package for the 2018-2019 academic year. The Office of Financial Assistance manages the Student Employment System, which provides fair access to jobs, equitable pay scales and departmental support. This brochure has information you need to know in order to use your FWS award.

It is important to note that your FWS award does not obligate you to work during the academic year. This award indicates eligibility for an on-campus position. It is your responsibility to identify, apply and receive an offer for on-campus employment so that you can earn your FWS award. This guide, our website ([bentley.edu/offices/student-employment](http://bentley.edu/offices/student-employment)), and periodic emails will assist you in finding a job should you want one. As there are limited jobs on campus, your FWS award only grants you early access to apply for positions — it does not guarantee you will be hired. If you use all resources provided and are still unable to find a job, please contact our office for additional help.

## FINDING JOBS ON CAMPUS

The process of finding a student job at Bentley begins with our online job listings, available at [bentley.edu/offices/student-employment](http://bentley.edu/offices/student-employment). Because FWS eligibility is part of your financial aid package, you will have early access to information about positions on campus. The online listings will be posted by campus supervisors beginning in the summer and will be updated throughout the year. Employment listings include a description of the position, required qualifications, number of hours available, and pay range.

The search process is much like a real-life job search. **You decide which positions interest you** and fit your schedule, then you can apply through our automated system. This can be found under the Student Self-Service link in MyBentley (MyBentley > Student Self-Service > Main Menu > Undergraduate Main Menu > Student Services > S.E.A.S.). Your information will be sent directly to the supervisor or hiring manager. You will receive an email if they want to set up an interview.

For more information on student employment at Bentley, visit [bentley.edu/offices/student-employment](http://bentley.edu/offices/student-employment).



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## REQUIRED FORMS

Once you are offered a position, an email will be sent directing you to MyBentley to accept the position. You will need to complete a federal I-9 form in person at the Student Employment Office (required for all first-time employees). The table on the following page describes acceptable documentation for the I-9. Your I-9 form **must be completed and returned** to the Student Employment Office (Rauch Administration Center, Room 104) **before** you can begin working and earning a paycheck.

Additionally, you will be prompted to fill out your withholding form (W-4) through your WorkDay account about 24 hours after you have accepted your position.

## MAKING THE MOST OF YOUR FWS AWARD

To best utilize your FWS award, you and your supervisor should arrange a work schedule that enables you to earn your award over the course of the academic year. On-campus wage rates range from \$11.00 to \$13.25 per hour. On average, students will work about six hours per week to earn their eligibility.

For practical reasons, your FWS award has been divided equally between both semesters. However, you and your supervisor have flexibility to arrange for you to earn your award using whatever schedule works best. It is important that you are aware of your award limit and the pace at which you are earning it. Below are examples of ways you can budget your award.

**The basic equation for budgeting of FWS awards is as follows:**

Total Award ÷ Wage ÷ Weeks You Want to Work = Hours/Week

**Examples of how to budget your FWS award:**

1. Tamara's award is \$1,500. The library offers her a job for \$11 an hour. Tamara wants to work 16 weeks in the fall and 15 in the spring.  
 $\$1,500 \div \$11 \div 31 \text{ weeks} = \text{Approximately four hours per week}$   
**To earn her full award, Tamara should work four hours per week.**
2. Mark's award is \$1,500. He accepts a job at the Student Center for \$11.25 per hour. Mark is a student athlete and can only work 16 weeks in the fall and not at all in the spring.  
 $\$1,500 \div \$11.25 \div 16 \text{ weeks} = \text{Approximately eight hours per week}$   
**Mark will have earned his full award by the end of the fall semester by working eight hours per week.**

If you earn your total FWS award early, you may have to reduce your hours or stop working completely. It is important to budget your award.

## QUESTIONS

If you have questions about the FWS program or problems finding a position on campus, please visit Rauch Administration Center, Room 104; call 781.891.3441; or email [student\\_employment@bentley.edu](mailto:student_employment@bentley.edu). Students who start their search prior to the second week of classes are more likely to find employment without difficulty. Our ability to help you find a position decreases as the semester progresses and jobs are filled.

## HOW TO REACH US

**OFFICE OF FINANCIAL ASSISTANCE/STUDENT EMPLOYMENT**

**TELEPHONE** 781.891.3441 or toll free at 877.362.2216

**FAX** 781.891.2448

**MAIL** Bentley University, 175 Forest Street, Waltham, MA 02452 USA

**EMAIL** [student\\_employment@bentley.edu](mailto:student_employment@bentley.edu)

## LISTS OF ACCEPTABLE DOCUMENTS

All documents must be unexpired

### LIST A

Documents that Establish both Identity and Employment Authorization

### LIST B

Documents that Establish Identity

### LIST C

Documents that Establish Employment Authorization

AND

OR

1. U.S. Passport or Passport Card	1. Driver's license or ID card issued by a state or outlying possession of the United States, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	1. A Social Security Account Number card, unless the card includes one of the following restrictions: a. Not valid for employment b. Valid for work only with INS authorization c. Valid for work only with DHS authorization
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa	2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	2. Certification of Birth Abroad (Form FS-545)
4. Employment Authorization Document that contains a photograph (Form I-766)	3. School ID card with a photograph	3. Certification of Report of Birth issued by the Department of State (DS-1350)
5. For a non-immigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport and b. Form I-94 or Form I-94A that has the following: 1) The same name as the passport and 2) An endorsement of the alien's non-immigrant status, as long as that period of endorsement has not yet expired and is not in conflict with any restrictions or limitations identified on the form	4. Voter's registration card	4. Original or certified copy of birth certificate issued by a state, county, municipal authority, or territory of the United States, bearing an official seal
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating non-immigrant admission under the Compact of Free Association Between the United States and the FSM or RMI	5. U.S. Military card or draft record	5. Native American tribal document
	6. Military dependent's ID card	6. U.S. Citizen ID Card (Form I-197)
	7. U.S. Coast Guard Merchant Mariner Card	7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
	8. Native American tribal document	8. Employment authorization document issued by the Department of Homeland Security
	9. Driver's license issued by a Canadian government authority	
	<b>For persons under age 18 who are unable to present a document listed above:</b>	
	10. School record or report card	
	11. Clinic, doctor, or hospital record	
	12. Day-care or nursery school record	



Office of  
Financial Assistance  
175 Forest Street  
Waltham, MA 02452 USA

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