



## STUDENT EMPLOYMENT FAQs

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How do I get a job on campus/ what do I need to do to start working?

[Here's the step-by-step student employment process for an on-campus job.](#)

How am I able to see what jobs are on campus?

On-campus student jobs are posted on the [HWS Student Employment](#) page.

Where can I find internships off campus?

You can find information and leads regarding [internships through the Career Services Department](#).

What would I need to bring to the HR office to complete my new hire paperwork?

When HR receives notification to hire a student and the student has never worked on campus before, HR will email the student (cc the supervisor) the new hire paperwork to complete as an attachment along with a [guide on how to complete the new hire paperwork](#). This guide will indicate where the student needs to fill in a field or sign for each document within the packet (along with screenshots). If the student is unable to print the packet, they can always stop by the HR office during open business hours to pick one up.

What are the acceptable documents for the I-9?

Please [refer to this list](#) on the documents you'd need to present when completing your I-9. If you do not have any of the documents from list A, you will need to bring in one document from each list B and C.

Can I bring in a photocopy of my passport/license/etc. for the I-9?

No. You must present with the original physical documents to complete the I-9.

"I didn't receive my check. What should I do?"

If you do not have direct deposit, your paycheck will be in your Scandling mailbox each pay date.

If your check was not in your mailbox-

- Did you submit your hours and were they approved by your supervisor on time?
  - Here's the [Payroll Calendar](#)



- Did you sign up for direct deposit but forgot?
- Did you log into PeopleSoft and see if a check was issued?

#### How do I request a duplicate check if I lost mine?

Send an email to [hr@hws.edu](mailto:hr@hws.edu) stating your request. You will receive a response from HR/ Payroll with a document for you to sign and send back. Once that form is received and processed, Payroll will then be in touch with you.

#### How can I update my direct deposit information?

Come into the HR office and fill out a new direct deposit form.

#### When is the next pay period? What is the deadline to submit my timesheet?

All employees are paid on a biweekly basis. You can also look at our [payroll calendar](#) to find when a timesheet should be submitted and approved by as well as when the next pay period will be.

#### If I do not submit on time, will I not get paid at all?

Always submit your time! By submitting your time worked after every shift, you will get into a good habit and won't forget. If the pay period is over and you did not submit on time, you will get paid the following pay date.

#### How do I submit my hours?

You go to [HWS Peoplesoft](#) landing page and refer to [these instructions](#) on where to find your timesheet, enter time, and how to submit your timesheet. You will receive an email confirming that your hours have been submitted when they have been approved by your supervisor.

#### I'm having trouble with Peoplesoft, who do I contact? (Tessa)

If you have received an automated email stating you've been hired into a position in PeopleSoft, please wait 24 hrs for the overnight feed to occur and then log into your account. If you still cannot access your account, you will then need to submit a ticket to IT at the helpdesk ([helpdesk@hws.edu](mailto:helpdesk@hws.edu)). When submitting a ticket / writing an email, make sure you put "Peoplesoft" in the subject line so they can forward it to the appropriate people (IT does not directly work with Peoplesoft, there are designated specialists who assist us with troubleshooting).



### I submitted a Direct Deposit Form, but I got a physical check in the mail...

Once you have submitted your Direct Deposit form, you will receive a physical check in the mail for the next pay period. This allows our payroll staff to ensure that they can accurately and securely put the money in your account, sort of like a trial run. *The following pay period* your check should be directly deposited in your account.

### How do I access my 1098-T / Tuition statement?

The 1098-T form is a tax document that reports the amount of tuition and related expenses you paid to your college or career school. 1098T forms are available at the end of January. For more information, please refer to <https://www.hws.edu/offices/student-accounts/1098t-form.aspx>.

### International Students

#### What do I need to do if I do not have a social security number?

If you have a job on-campus, please stop by the HR office to receive an Employment Verification letter to take to the Social Security office. The card will be mailed to you and in turn, you will need to come back to the HR Office with the physical card.