Student Employment – Frequently Asked Questions for Supervisors

On-Campus Employer Responsibilities

What are some of my main responsibilities an On-Campus Supervisor?

- You must list all jobs with the Student Employment Website. You are not required to publicly post all jobs, but you must register all positions, even if the position has already been filled.
- You must approve all student employee hours in a timely fashion (bi-weekly).
- You must ensure that the student does not begin work prior to completing the I-9 form.

The I-9 Form

What is the I-9 form?

The I-9 is used to certify work eligibility in the US. Students are not allowed to work and cannot be set-up in Time Collection prior to completing the I-9 form.

Who processes I-9 forms?

The Student Employment Office processes I-9 forms for undergraduate students. Detailed instructions are available at www.princeton.edu/se

Wages and Limits

Are there any limits to the number of hours students can work?

US students’ hours are not limited. However, any students working 40+ hours in a week must be paid overtime and the department will be charged for overtime wages.

International students’ hours are limited to 20 hours/week during the school year, and 40 hours/week during breaks in the school year.

How much should I pay a student employee?

The University has detailed wage classifications to be used for student employees. Wage classifications are described online at www.princeton/se
I have an extraordinary worker who I want to retain - can I give my student a raise by changing their wage classification?

No. Students are not allowed merit raises. The wage system has a built-in hours progression system; students receive raises automatically based on the number of hours they accrue.

But my extraordinary worker deserves a higher wage! Is there anything I can do to pay the student more?

Possibly. If you would like to move the student into a new position with more responsibility, then a higher wage classification may be appropriate. Please note, the wage classification is based solely on the new job description.

I have a job opening requiring highly specialized, unique skills. I think that this position should be paid a higher wage than the standard wage classifications allow. What can I do?

You can create a job posting on the SE website and request a “J” rate above the standard wage. Be sure to include a detailed job description to justify why this position merits higher pay. The SE office will review your J request and notify you of our decision. J rates can only be set up and approved by the SE Office.

Federal Work-Study

What is Federal Work-Study (FWS)?

Federal Work-Study is a type of federal financial aid which helps pay student wages. Each year, about 20% of financial aid students qualify for FWS.

How does FWS benefit departments on campus?

Many on-campus departments are reimbursed for a percentage of wages they pay to FWS student workers.

How do I set up an FWS student?

FWS students are entered into Time Collection (TC) in the same fashion as other student workers:

1) To confirm the student’s eligibility, make sure the student shows up as “WSE” (work-study eligible) when you set them up in TC.

2) FWS students are set up using the same chart string your department uses for all student wages

3) At the end of each month, your department’s student wage chart string will be reimbursed for wages paid to FWS workers.