

# Student Employment FAQ

*Q: Are there any changes to the I-9 process or the collection of tax forms with the new Student Work Study electronic form?*

A: No, department admins will still be completing I-9s for students that are being hired to work in their department. To request that an I-9 be initiated for your new hire, please complete the New Hire I-9 Request form linked on the Form I-9 Resources page on the HR website.

*Q: Will the electronic form let us know if the student has worked for Rowan before?*

A: At the bottom of the Student Work Study form, you will be able to see a list of all assignments a student has had during their time at Rowan.

*Q: Is there a section in the Student Work Study electronic form to note whether the assignment is primary or secondary?*

A: No, department admins submitting Student Work Study forms will no longer need to indicate whether a student assignment is primary or secondary. This will be done on the backend by Human Resources.

*Q: Does a justification need to be entered for all rate increases?*

A: Not every rate increase requires a rate justification. If a student is being paid outside of the normal pay scale or is receiving a significant raise in pay, departments will need to submit justification for the rate in the comments box on the Student Work Study Form.

*Q: If a rate justification has already been approved, do we still have to enter the justification?*

A: Yes, the rate justification must be on file for each student and each rate increase in case of future audits.

*Q: If we have an international student worker who needs a Social Security Number, will that process remain the same?*

A: Yes, there are no changes to the Social Security Number verification process for international students. For more information on this process, please contact the International Center.

*Q: Do we send a paper copy of the State W-4 to Payroll?*

A: Yes. Student new hires will need to fill out a copy of the State W-4 and submit it to Payroll Services. The form should not be sent to HR.

*Q: Since FWS students must use their FWS funds before being able to work in an IWS position, does that mean they are only able to work one position at a time (because they can only have one FWS assignment)?*

A: Students may only work one FWS assignment at a time and it is encouraged that students use their FWS funds first prior to using IWS funds; however, students may work a IWS funded position with one department while working an FWS assignment for another department as long as they do not exceed the hourly limitations.

*Q: Do we need to submit the Annual Department FWS Request each year?*

A: Yes—in order to maintain accurate information with the Financial Aid office, the form should be submitted each year.

*Q: Are FWS students able to work during winter/summer breaks?*

A: Students using FWS funds to be paid are not permitted to work during winter or summer break.

*Q: Once I have my employees selected, how early am I able to complete their Student Work Study Form?*

A: You may complete the Student Work Study form once the I-9 has been completed in Equifax I-9 HQ (Section 1 & Section 2). The assignment will not show as active until the pay period that the assignment is beginning in.

*Q: With increasing minimum wages, will FWS students begin to receive increasing allotments?*

A: At this time, base allotments will not be increased; however, please reach out to Financial Aid to inquire about any increases in FWS funds. Extra funds may be made available to your FWS students depending on the availability of funds.

*Q: Is the student notified by Payroll to submit the NJ W-4?*

A: Students will receive automated emails from NoReply instructing them to log in to Self Service Banner to submit their Direct Deposit Authorization complete their Federal W-4. The emails will also include a link to the current NJ W-4, which the students can complete and submit to [payrollservices@rowan.edu](mailto:payrollservices@rowan.edu).