

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 determine whether or not a student has a valid I-9 on file and to request that an I-9 be initiated, please email hri9@rowan.edu. In your email, please be sure to include the student's name, email address, expected hire date, and the department/point of contact.

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 fund 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 EPAF 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 and make any updates to their Federal W-4. The emails will