

# Student Employment Q&A

*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 EPAF?*

A: You may complete the EPAF once the I-9 has been completed in HIREtech (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 also instruct the students to download and complete the State W-4 and submit it to Payroll Services.