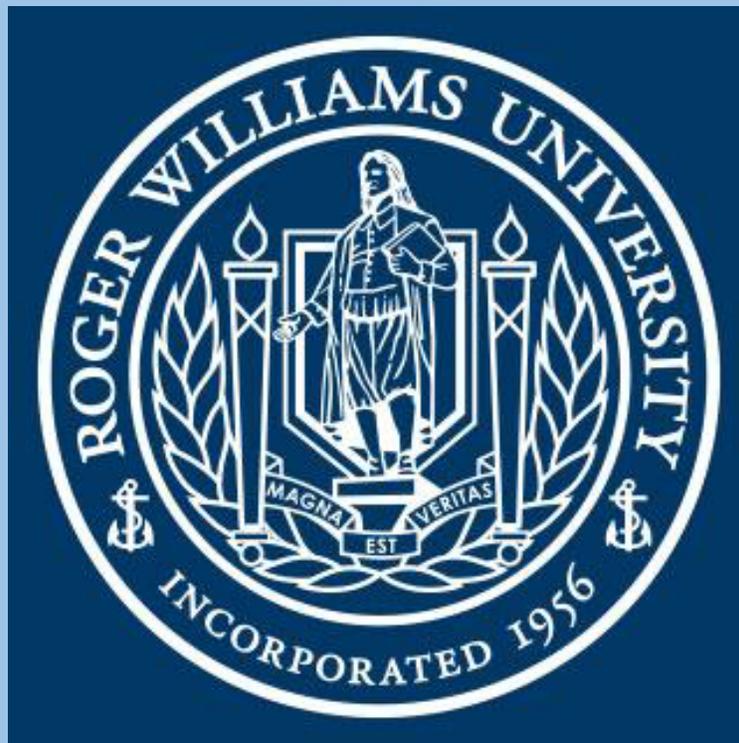




# STUDENT EMPLOYMENT HANDBOOK



ROGER WILLIAMS UNIVERSITY  
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# Table of Contents

Table of Contents . . . . .	Pg. 1
Introduction . . . . .	Pg. 2
Why Work on Campus? . . . . .	Pg. 3
Types of Work Study Jobs . . . . .	Pg. 4-6
Apply and Interview . . . . .	Pg. 7
Get Hired & Required Paperwork . . . . .	Pg. 8
Rehires . . . . .	Pg. 9
Filling out the W-4 . . . . .	Pg. 10-13
Direct Deposit . . . . .	Pg. 14-15
Beginning Work (Earnings and ADP) . . . . .	Pg. 16
How to Register As A User for RWU ADP . . . . .	Pg. 17-19
ADP Mobile App Instructions . . . . .	Pg. 20
Tracking Hours and Remaining Funds . . . . .	Pg. 21
Student Code of Conduct . . . . .	Pg. 22-23
Injuries . . . . .	Pg. 24
Career and Professional Development . . . . .	Pg. 25
Resources & Links . . . . .	Pg. 26-27

# Introduction

This guide has been created to facilitate your employment. The Office of Financial Aid posts job listing on the Student Employment webpage. Roger Williams University participates in federal, state and institutionally funded programs, which provide employment opportunities on-and-off campus. Student are employed in many areas of the University and are encouraged to work in an area that will complement their chosen majors. Every effort is made to ensure equal access to opportunities for all undergraduate students.

Federal Work-Study is awarded to students who demonstrate financial need. The Free Application for Federal Student Aid (FAFSA) must be submitted annually to be considered for Federal Work-Study in the upcoming academic year. The FAFSA must be submitted before the RWU deadline in order to be eligible to receive work-study. Since Federal Work-Study funds are limited, it is important to file the FAFSA before listed deadlines.

If you qualified for a Federal Work-Study Award (based on the results of your FAFSA application) the decided amount will be on your award letter presented by the Financial Aid Office. If that is the case, you may apply for any job listed as Work-Study.

Not all employers post their positions at the same time, so check the employment web page regularly for daily updates. Students may view available positions and contact the supervisor listed to arrange for an interview. A phone and Skype interview could supplant a traditional job interview or, students can arrange a meeting on campus. Each student may only hold one work-study position unless the second position is a community service job.

Student Employment Authorizations have moved to an electronic system (Etrieve). This new system does away with the paper packets and results in quicker documentation of required information. Your supervisor will initiate the campus employment forms and will complete the Etrieve Work Student Employment Authorization (WSEA) form, with you.

If you are not eligible for a Work-Study Award, you may work on campus in positions funded by department funds and designated Student Payroll positions (non-work-study). Some departments administer grants that allow students to be hired. Students generally learn of these opportunities directly from faculty who are grant administrators and with whom they have studied.

# Why Work on Campus?

## Financial

- Campus employment is an opportunity to make an income to pay for expenses such as textbooks, housing, and meals.

## Career Readiness

- Gain Work Experience
- Great for resume
- Communication skills
- Responsibilities
- Time Management

## Networking

- Form connections with students, staff, and alumni
- Campus employment connections could open up career opportunities

## Flexibility

- Convenient job on campus
- Fit hours around academic schedule
- Balance school and work
- Save money on travel

# Types of Work-Study Jobs

Students who are offered Federal Work-Study (FWS) as part of their financial aid package have **three** potential options to fulfill their work-study opportunity.

## Financial Aid Work-Study Jobs

These are jobs around the campus that are open to eligible students at any point in their academic career. Students can work in a particular job for one semester or for all four years.

Available work-study jobs and more information can be found at [RWU Work-Study](#)

## FIT (Financed Individualized Training) Work-Study Jobs

The FIT program, unique to RWU, is a three-year opportunity for rising sophomores at RWU. You will have the chance to build your resume with meaningful, hands-on experience right on campus – and be paid to do it! You will work with a faculty or staff mentor in a role related to your academic work, watching your role expand with your knowledge base and experience level. This is a real job with realistic work expectations.

### Program Benefits

- Three-year participation allows for a progression of meaningful work experience
- Positions that expand in responsibility as students' expertise and experience levels increase
- Insightful workshops with faculty and staff mentors on topics such as networking, leadership and career planning

### What does this mean for you?

- Hands-on experience in your field, helping you develop as a professional
- Mentorship and guidance from your faculty/staff supervisor
- A competitive wage with yearly increases

Application materials and available FIT jobs can be found at [RWU FIT](#)

FIT employees must commit to participating in the FIT program for 3 years, and must commit to actively participate in the parallel program over the three year period. Students will be required to attend a series of two-hour seminars to be offered in the evening.

## Community Service Work-Study Opportunities

Through the Feinstein Center for Service Learning and Community Engagement, students may earn their work-study awards in the community at non-profit agencies. This is a great way to make a positive impact on the local community. The Community Service Work-Study (CSWS) program enables students with a federal work-study award to earn their funds in the community at non-profit or municipal organizations.

### What does this mean for you?

- Apply academic learning to real-world problems
- Learn new, career-related skills
- Experience working with individuals from diverse ethnic and social backgrounds
- Explore potential career paths and develop career-supporting references
- Develop interpersonal, teamwork, and leadership skills
- Evolve your service work into internships or employment

CSWS jobs can be found at the link above. If you are interested in securing a work-study position in a community service setting, or to receive more in depth information please contact the Feinstein Center at [engage@rwu.edu](mailto:engage@rwu.edu), call 401-254-3787, or fill out an [application](#).

Before working in any community service work-study opportunity, all students MUST start at the Feinstein Center (inside the farm house across from the Lower Commons). RWU must approve all job descriptions before authorizing participation and students are responsible for completing all work-study paperwork prior to working.

### Need A Lift?

- [RIPTA Bus Information](#)
- [Shuttle Service](#)
- [Zipcar Car Sharing Program](#)

Available work-study jobs and more information can be found at [RWU CSWS](#)

## Student Payroll Jobs (Non-Work-Study)

Students who are not offered Federal Work-Study as part of their financial aid package, or is a non-financially aided student, may be employed as a Student Worker. These are on-campus employment opportunities. Hourly employment wages are paid entirely by a department on-campus through its regular budget.

If you do not have luck with on-campus jobs, you can also view off-campus jobs by logging into your Handshake account at <https://rwu.joinhandshake.com/login>. RWU is currently connected to almost 2,500 employers through Handshake – including giants like Facebook, Google and the Smithsonian – and has over 1,800 internships and jobs posted in the system. Students and alumni can easily browse through employers and their postings in a robust search system, but what makes Handshake really stand out is that these positions can be served directly to students according to their interests and skills. If you have any trouble with Handshake, please call 401-254-3224 for assistance.

*\*Disclaimer: The RWU CCPD offers Handshake in order to provide easier access to position postings. The presence of these links does not indicate an endorsement or recommendation from RWU CCPD.*

Student Payroll Jobs can be found at: [RWU Student Payroll Jobs](#)

## Apply and Interview

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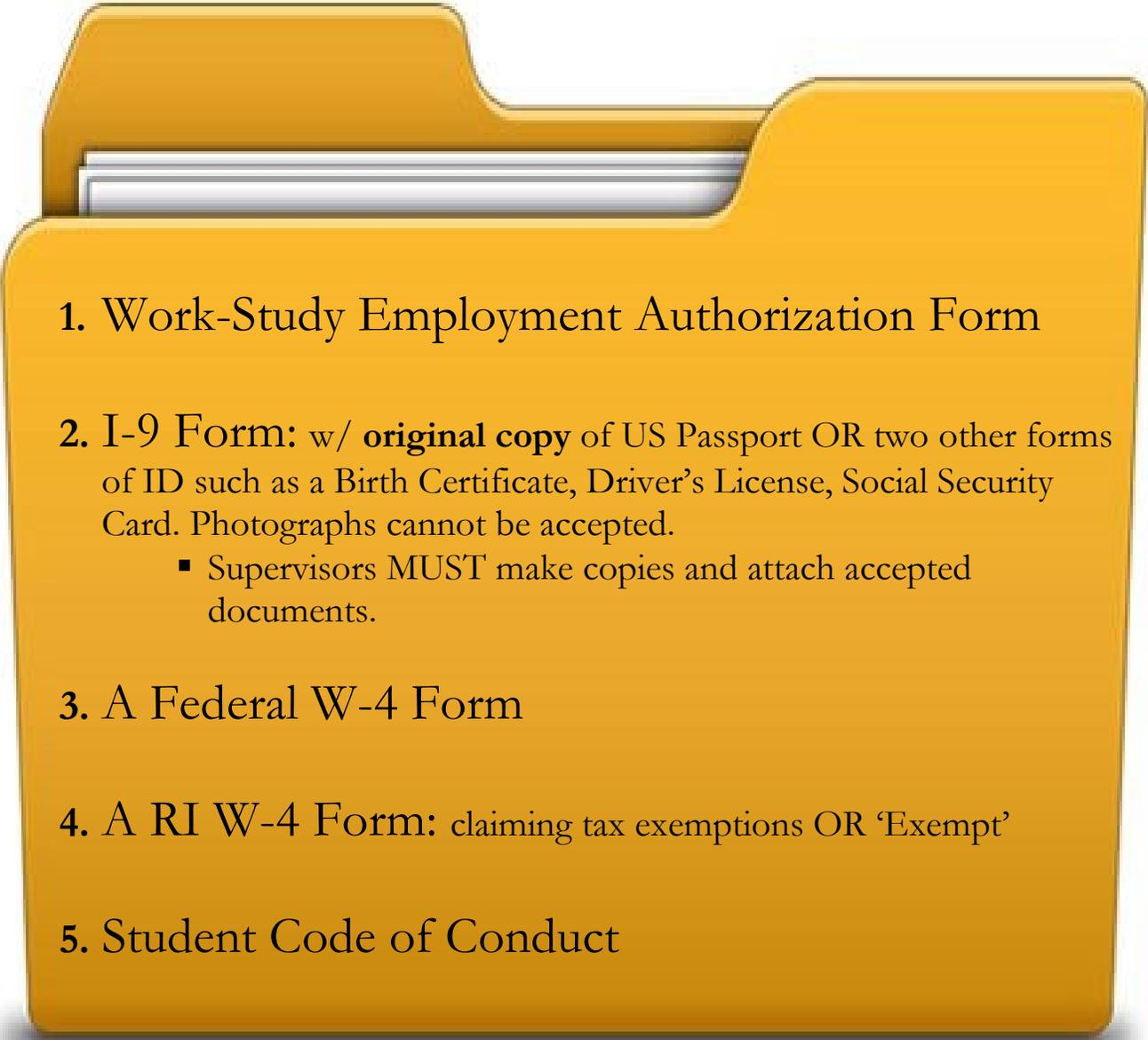
Contact information is provided for each job listing so students can learn more about posted positions, submit their application/resume directly to the department/potential supervisor, and set up interviews for any opportunities of interest. When reaching out to any campus office about a possible job, it is a chance for you to practice good networking and communication skills. Be sure to introduce yourself by name and as a Work-Study student, and write e-mails with a level of formality. If you do not receive a response, it may be appropriate to follow up to be sure that your original inquiry was received.

Work-Study students should bring their official documentation for employment and their class schedule to the interview. If you are offered a position, your employer can start the paperwork process. Please note that students can only be employed in one FWS position at a time.

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## Get Hired & Required Paperwork

Once you have accepted a position, you will need to complete all necessary forms with your hiring supervisor. Due to Federal Regulations, you cannot start working until your employment paperwork is fully completed and authorized by Financial Aid, Human Resources and Payroll; AND you are listed in ADP, RWU's electronic time-card system. Your supervisor will receive an email notification confirming you are eligible to begin work. Completion of the work-study forms does not necessarily mean you qualify for federal work-study and/or that you are eligible to begin work.



1. Work-Study Employment Authorization Form

2. I-9 Form: w/ **original copy** of US Passport OR two other forms of ID such as a Birth Certificate, Driver's License, Social Security Card. Photographs cannot be accepted.

- Supervisors **MUST** make copies and attach accepted documents.

3. A Federal W-4 Form

4. A RI W-4 Form: claiming tax exemptions OR 'Exempt'

5. Student Code of Conduct

## Rehires

*If you have previously worked on campus:*



- ✚ Work-Study Award (if applicable)
- ✚ Class Schedule
- ✚ Retrieve Work Student Employment Authorization Form

For all questions regarding payroll, paychecks, and direct deposit, contact the Payroll Office at [payrolloffice@rwu.edu](mailto:payrolloffice@rwu.edu) or visit the Payroll Office located in the Mount Hope Bridge House, across Metacom Ave.

# Filling out the W-4

All employees need to complete steps 1 and 5 in the new W-4. Steps 2, 3, and 4 are only completed if certain criteria apply.

## Step 1: Enter Personal Information:

All students must complete this step. If a student does not fill out the form, RWU is required to calculate their withholding as 'Single,' withholding their taxes at the higher 'Single' rate.

Form **W-4** Employee's Withholding Certificate  
Department of the Treasury Internal Revenue Service  
OMB No. 1545-0074  
2020

▶ Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.  
▶ Give Form W-4 to your employer.  
▶ Your withholding is subject to review by the IRS.

**Step 1: Enter Personal Information**

(a) First name and middle initial Last name (b) Social security number

Address

City or town, state, and ZIP code

▶ Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to [www.ssa.gov](http://www.ssa.gov).

(c)  Single or Married filing separately  
 Married filing jointly (or Qualifying widow(er))  
 Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)

Below the personal information fields in Step 1, there are **Steps 2 through 4**. Most likely, these steps will not apply to students if they are single with only one job.

## Step 5: Sign the form:

Easy enough, right? Okay.

Keep in mind that if the student does not sign the form, it is invalid. That means RWU will disregard your student's new W-4 selections and withholding, and instead calculate their withholding as 'Single' with no other adjustments.

**Step 5: Sign Here**

Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.

Employee's signature (This form is not valid unless you sign it.) Date

## Claims of exemption from withholding:

If a student’s 2020 total gross income is below the taxable income limit of \$9,875, they may not be required to file a 2020 tax return (single filing status under the age of 65).

If a student’s income is below the amount of the filing requirement and no other filing requirements apply, they do not owe federal taxes on their income and they do not have to file a federal income tax return.

Qualifying employees/student’s may still claim exemption from withholding; i.e., if an employee both (1) owed no federal tax in 2019 and (2) expect to owe no federal income tax in 2020.

To claim exemption from withholding, the student must certify that they meet both conditions above by **writing ‘Exempt’** on Form W-4 in the space below **Step 4(c)** and **completing Steps 1 and 5**. Claims of exemption from withholding must be established annually.

<b>Step 4 (optional):</b>	<b>(a) Other income (not from jobs).</b> If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income . . . . .	<b>4(a)</b> \$
<b>Other Adjustments</b>	<b>(b) Deductions.</b> If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here . . . . .	<b>4(b)</b> \$
	<b>(c) Extra withholding.</b> Enter any additional tax you want withheld each pay period . . . . .	<b>4(c)</b> \$

It is important to note: Employees or students with current W-4 forms on file with RWU will **NOT** need to update their form unless they have a change in personal status or choose to change or update their withholding.

Even though the IRS does not require all employees to complete the revised form and even if your tax situation has not changed, it is recommended that you perform a “paycheck checkup” to see if you need to make adjustments to your current withholding. You can estimate your liability using the [IRS tax calculator](#).



Employers must require **new hire** employees complete Form RI W-4 in addition to Federal Form W-4.

Effective January 1, 2020, RWU must have **new hire** employees complete Form **RI W-4** showing the number of dependents or other personal exemptions claimed. Employers can no longer rely on federal withholding certificates (Federal Form W-4) in computing both the Federal withholding and the [Rhode Island withholding](#) for employees.

Form RI W-4 will be added to the Etrieve: Work Student Employment Authorization form shortly. Until then, please upload a completed Form RI W-4 for all new hire employees.

### Step 1: Enter Personal Information:

All students must complete their name, address, and social security number.

RI W-4		State of Rhode Island and Providence Plantations Employee's Withholding Allowance Certificate		2020
PLEASE PRINT				
Name - first, middle initial, last		1. Enter the number of allowances from line 1E above ..... 1. _____		
Present home address (Number and street, including apartment number or rural route)		2. Enter any additional dollar amount which you would like withheld from your pay ..... 2. \$ _____		
City, town or post office	State	ZIP code	3. If you meet the conditions above, write "EXEMPT" or "EXEMPT-MS" whichever applies ..... 3. _____	
Your social security number		<p><b>Employee:</b> File this form with your employer to indicate the number of dependents or other personal exemptions to be claimed as allowances for your Rhode Island withholding. You should make a copy for your own records.</p> <p><b>Employer:</b> Keep this certificate with your payroll records. The form must be available to the Division of Taxation upon request.</p>		
Under penalties of perjury, I declare that I have examined this certificate, and to the best of my knowledge and belief, it is true, correct and complete.				
Employee Signature →		Date		

## Step 2: Claiming Tax Allowances OR Exempt:

- **Line 1: Figuring your personal allowances** - If, like most of us, the student is not exempt from withholding, the allowances they claim on their W-4 (line 5 and nothing in line 7) control how much federal income tax is withheld from their paycheck. **If you claim more allowances, less tax is withheld (so you get a bigger paycheck and may receive a smaller tax refund). If you claim fewer allowances, more tax is withheld (so your paycheck shrinks but your tax refund may be larger).** A student typically would claim 0 or 1 depending on their paycheck preference.
- **Line 2: Additional withholding amounts** - If you want additional withholding taken out of your pay, enter that dollar amount which is to be withheld each pay period on line 2.
- **Line 3: Exempt Taxpayer** - If you meet both of the conditions below, you may claim exemption from Rhode Island withholding for 2020:
  - a. Last year I had a right to a refund of all Rhode Island income tax withheld because I had **no** tax liability **AND**
  - b. This year I expect a refund of all Rhode Island income tax because I expect to have **no** tax liability.

If you meet both of the above conditions, write “EXEMPT” on line 3 below and leave line 1 blank.

<b>I and Providence Plantations</b>		<b>2020</b>
<b>Withholding Allowance Certificate</b>		
	1. Enter the number of allowances from line 1E above ..... 1.	_____
e)	2. Enter any additional dollar amount which you would like withheld from your pay ..... 2. \$	_____
	3. If you meet the conditions above, write “EXEMPT” or “EXEMPT-MS” whichever applies ..... 3.	_____
<small><b>Employee:</b> File this form with your employer to indicate the number of dependents or other personal exemptions to be claimed as allowances for your Rhode Island withholding. You should make a copy for your own records.</small>		
<small><b>Employer:</b> Keep this certificate with your payroll records. The form must be available to the State of Rhode Island.</small>		

**Line 1  
- OR -  
Line 3**

## Step 3: Sign the Form:

<small>Under penalties of perjury, I declare that I have examined this certificate, and to the best of my knowledge and belief, it is true, correct and complete.</small>	
Employee Signature →	Date

## Direct Deposit

It is recommended that students set up payroll direct deposit, as there are no means of cashing paychecks on campus. Students can now sign up for direct deposit on-line with 'Self-Serve Banking' through the [campus portal](#) and following the instructions for the Self Service Banking Info.

Students that do not set up direct deposit must go off campus to cash their check and may incur fees for such transaction. ATM machines are located on campus for Santander Bank, Citizens Bank, Bank of America, and US Bank; however, these ATMs are for withdrawals only.

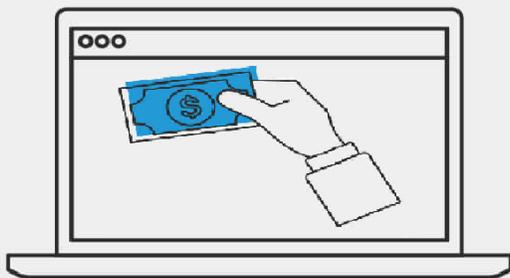


# How to set up **DIRECT DEPOSIT**



1. Go to [www.rwu.edu](http://www.rwu.edu)
2. Click on Current Students
3. Click on RogerCENTRAL & enter your user name and password
4. On Self-Service Menu, click Student, Banking Information
5. Click in the  upper right hand corner
6. Follow instructions for completion
  - Account Number
  - Routing Number

(Please note: your debit card number is not your account number)



- Funds are available for spending immediately
- Elimination of a trip to the bank
- Faster pay
- Increased security
- Minimization of delays due to delivery services

FOR ACCOUNT TECH PROBLEMS, PLEASE CONTACT THE PAYROLL OFFICE AT [PAYROLLOFFICE@RWU.EDU](mailto:PAYROLLOFFICE@RWU.EDU).

## Beginning Work (Earnings and ADP)

- ❖ You will receive a regular paycheck every two weeks and can view the current payroll schedule for the academic year at [Student Payroll Calendar](#).

- ❖ A student will earn a rate that is equivalent to Rhode Island's minimum wage.
- ❖ Students in a tutoring program earn a rate of \$0.50 more than Rhode Island's minimum wage.
- ❖ Students in the FIT program earn a rate of \$1.00 more than Rhode Island's minimum wage for the first year (Sophomore standing) and may be eligible for increases each academic year they are in the program (depending on performance in previous year).

- ❖ Students will be entered into the ADP system once the student employment authorization form(s) have been processed by payroll. Each student will swipe in and out at their designated shift.

- ❖ Students may earn up to the amount of their approved FWS award, but must **discontinue working** in a FWS-funded job once the maximum allotment is reached.

- ❖ No student may work more than **8 hours a day**, including all University jobs.
- ❖ Students participating in the **FIT** program, must work a minimum of **5 hours per week**.
- ❖ The maximum amount of hours a student may work while school is in session is **20 hours/per week** including all University jobs.
- ❖ During a summer recess and winter intersession, up to **40 hours a week** may be worked, including all University jobs.

- ❖ The Supervisors will be able to electronically sign off on your time worked. Supervisors will sign off on the time in ADP by 10am on the appropriate Monday to meet the payroll deadline.

- ❖ Working during your scheduled class time is prohibited.
- ❖ Students are prohibited from driving during work-study employment with the limited exception of authorized work-study driver positions.



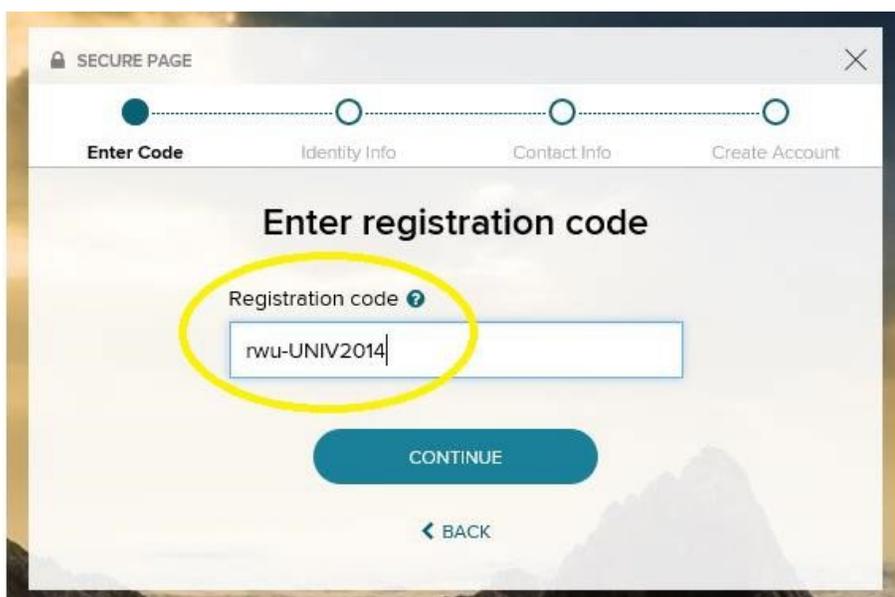
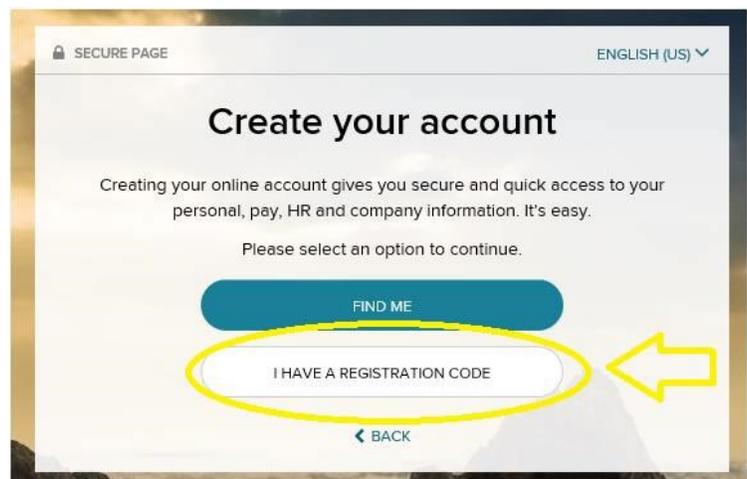
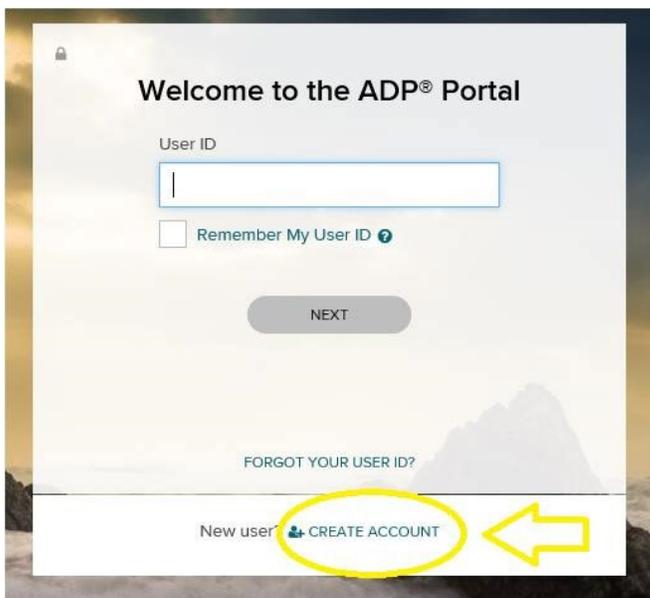
## HOW TO REGISTER AS A USER FOR RWUADP PORTAL

In order to view and use the ADP web applications on your computer or smart phone you will need to first create an ADP Portal User ID and Password.

**First Time Users: Please complete steps on a desktop computer**

1. Navigate to the ADP Portal: <https://portal.adp.com>

- Click New User? Create Account
- Click I Have Registration Code



Enter  
Registration Code:  
rwu-UNIV2014



## 2. Enter Personal Information

SECURE PAGE

Enter Code Identity Info Contact Info Create Account

### Let's get started

First, we'll need your information so that we can create your account with **Roger Williams University**

First name \*

Last name \*

Employee ID \*

Birth month, day, and year \*

Month  Day  Year

CONTINUE

## 3. Create User ID & Password

- user name will be first initial, last name @RWU

### View your user ID and create a password

User ID\* EWilliams@rwu

Password\*  Password Strength: ■■■■■■■■

Passwords must be at least 8 characters long and contain at least 1 letter and 1 number. Passwords are case sensitive.

Confirm password\*

### In case you forget your user ID or password

Question 1\*

Your answer\*

Question 2\*

Your answer\*

Question 3\*

Your answer\*



4. You will receive an e-mail/text notification.

- You will need to **click on the link** to activate your e-mail account. If you received a text, you will want to reply to the text message with the code supplied to activate the text message option through ADP.

Thank you for setting up your account with ADP.

As part of the services ADP provides to you, ADP will contact you by email when important changes occur to your account. If you forget your login information, ADP can even send your user ID and password to this email address if you activate. You have requested this notification service as part of your registration with ADP.

Click on the link to activate your email for contacts from ADP:

<https://netsecure.adp.com/pages/sms/ess/pub/activation/theme.faces?activationCode=D02AF5A7-4C5B-4D78-BFD3-44F908439393>

Need help or have questions about your account? Contact your organization's administrator for assistance.

This email has been sent from an automated system. DO NOT REPLY TO THIS EMAIL.

- Once this is complete, you will receive another e-mail with your user ID and link to the ADP Portal.

Please note that while a student may Time Stamp on the web, if they have an RWU position that requires them to perform work while at an RWU physical location, the ADP ETime system can identify a Time Stamp that is not done while on the RWU network. Submitting a fraudulent timesheet is subject to disciplinary action including termination of employment.



ADP Mobile Solutions  
ADP, Inc  
★★★★★ (561)



## ADP Mobile App Instructions

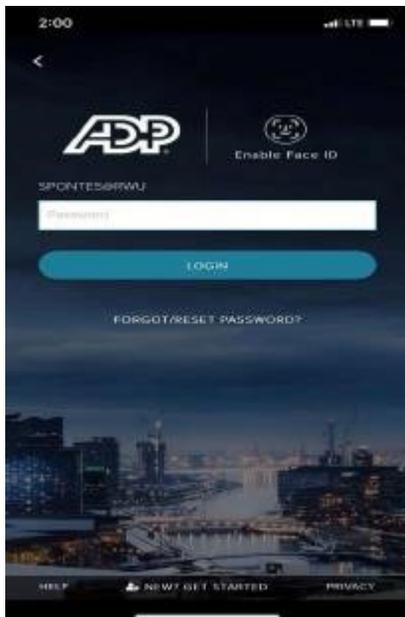
Download the ADP Mobile Solutions App through your phone's AppStore or PlayStore. Once downloaded, open the app and sign in, your user name and password will be the same as it is when login in from work.

If you do not have a username please see the USER MANUAL on the payroll office website. If you have forgotten your password, please click "forgot password?" on your screen to reset your password.

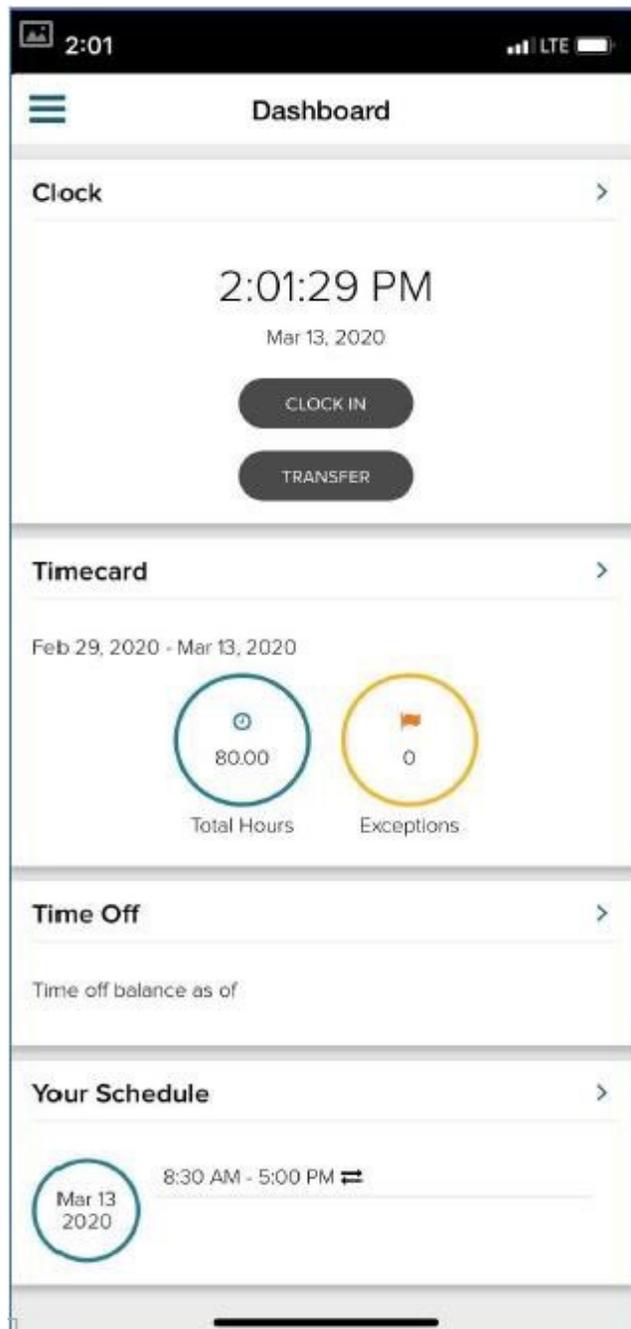
### 1. Enter ADP User Name



### 2. Enter ADP Password

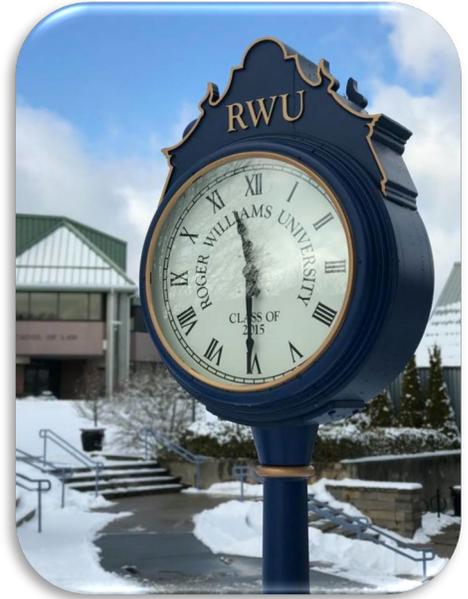


### 3. Touch Punch In/Out



# Tracking Hours and Remaining Funds

- ✚ Students may earn up to the amount of their approved FWS award, but must discontinue working in a FWS-funded job once the maximum allotment is reached.
- ✚ Once a student's award limit is reached, hours worked in excess of your award must be paid by your supervisor's department.
- ✚ Both the student and hiring supervisor will be notified via a letter/email if you are approaching your work-study limit.
- ✚ It is the responsibility of both the student and hiring supervisor to ensure that students do not exceed their work-study limit.
- ✚ If your allotted funds are about to run out, you are required to let your supervisor know.



## Converting Employment Award Amounts to Hours of Work

Supervisors and Employees will often plan FWS schedules based on an average number of hours to be worked per week.

To calculate the amount of hours you can work per week, use the following formula:

$$\text{Employment Award Amount} \div \text{Rate of Pay} \div \text{Number of Weeks in Employment Period} \\ = \text{Average Hours of Work per Week}$$

For example, a student working during the academic year with an employment amount of \$1,800 would calculate the following:  $\$2,300 \div \$13.00 \div 30 = 5.89$  Hours per Week

Please note: the average number of weeks in the summer enrollment period is 15, while the average number for the academic year is 30 (15 per semester). The number of weeks may vary for students who plan to work during semester or other breaks.

\*Since the number of weeks per semester may vary for individual students due to a **revised academic calendar**, the breakdown lists the hours the students can potentially work **each** semester.

### Sample Breakdown of Yearly \$2,300 Work-Study Award:

$$\begin{aligned} \$2,300 \div \$13.00 \text{ per hour} &= 176.92 \text{ hours per year} \\ 176.92 \text{ hours} \div 2 \text{ semesters}^* &= 88.46 \text{ hours per semester} \end{aligned}$$

# On The Job

## Student Code of Conduct

Students sometimes misinterpret the meaning of a Work Study Award. The name of the award contributes to this confusion. A Federal Works-Study Award is a financial aid award that is a ‘work to earn’ award. Those supervising student employees will determine if and when it is appropriate for you to study while on the job. In most cases, all of your assigned duties should be completed and you should have inquired staff as to the need for any further assistance before asking to utilize work hours for study. The nature of work in some departments may lend itself to study on the job, while it is unlikely to be possible for others. You would do well to inquire about your supervisor’s expectations.

The **Student Employee Code of Conduct** must be read and reviewed with your supervisor on your first day of employment and/or at the beginning of the fall semester that you are employed.

### Confidentiality

As a student employee at Roger Williams University (“RWU”), you may have access to various types of restricted use and confidential information in the course of your work. Examples of this type of information includes, but is not limited to, financial information, student records, admissions information, telephone numbers, addresses, payroll and personnel records, donor information, financial aid information, information shared in overheard conversations between RWU staff, etc.

Student employees may be authorized to access such restricted use or confidential information as a condition of employment to the extent necessary to perform their duties. However, you are required to protect against unauthorized access to or disclosure of such information. In addition, you should not access any records or information unless specifically directed to do so by your supervisor.

Under no circumstances are you permitted to release any restricted use or confidential information to any unauthorized person, including, but not limited to, a friend, an outside caller, or another university employee who has not been authorized to have access to such information. If you have any questions about releasing certain information, you should speak with your supervisor before the release of any information.

You are prohibited from sharing any restricted use or confidential information verbally or in any written form, including, but not limited to, by email, on Facebook, Twitter, other social networking sites, blogs, message boards, etc.

Maintaining confidentiality is mandatory, and you must abide by the rules, regulations, policies and procedures of RWU as well as federal and state laws. Disclosure of confidential information is a serious offense and may lead to disciplinary action pursuant to the Code of Student Conduct and/or termination of employment.

## Conduct

As a student employee, you are expected to work in a serious and professional manner. This includes showing courtesy and respect to supervisors, co-workers and all others. Professionalism also should be exhibited in the way in which you answer a telephone, address a visitor, your attire, your punctuality and the honesty and integrity with which you perform your job duties.

Accordingly, you accept and agree to the following guidelines and responsibilities:

- To use all RWU property and resources (e.g., facilities, equipment, supplies, computers, telephones, copy machines, RWU's name, stationery, etc.) only for authorized business purposes. Personal use of such property and resources is prohibited.
- To be on time for your scheduled work hours and to follow your work schedule.
- To notify your supervisor as soon as possible if illness or other circumstances prevent you from working during your scheduled work hours.
- **Working during your scheduled class time is prohibited.**
- To accurately complete your time sheets/E-Time input. Reporting false work hours will result in immediate termination of your employment.
- To report to work in attire that is neat, clean and appropriate for the particular job that you hold. You should consult with your supervisor if you have any questions about appropriate work attire.
- In accordance with RWU's Alcohol and Drug-Free School and Workplace Policy, to refrain from working while under the influence of illegal drugs or alcohol.

# Injuries

If you are injured while working, it is your supervisor's responsibility to ensure that you receive medical attention, if necessary.

In the event of a student employee injury, the [Occupational Incident/Injury/Illness Form](#) must be completed electronically and submitted to Human Resources within 24 hours of the injury.

All reported accidents, injuries and illnesses are investigated by the Department of Environmental Health and Safety in a timely manner to ensure that no unsafe conditions exist.

If you are not able to return to work as a result of an injury, you may be covered under the college's workers' compensation program.

## Returning to Work After an Injury

In order to return to work after an injury (*whether work related or not*) you must present:

1. A doctor's note clearing you to return to work with no restrictions
2. A doctor's note clearing you to work with restrictions:
  - Type of restrictions should be outlined
  - Duration of restrictions should be noted (i.e. one month or until next appointment in two weeks)

If these restrictions prevent you from performing your duties and your supervisor is unable to employ you in another area or at different tasks, you may be terminated. If this occurs, you may locate another position listed on the student employment webpage.

If your injury is not work related, you will not be eligible to collect any compensation.

# Career & Professional Development

Global Heritage Hall- First Floor

[CCPD@rwu.edu](mailto:CCPD@rwu.edu)

(401)254-3324

Fax: (401) 254-3497

The Center for Career & Professional Development provides resources and connections for students to achieve life-long success.

Counselors can assist with:

Application  
Process

Self/Career/  
Industry  
Exploration

Resume &  
Cover  
Letter

Internships

Job  
Preparation  
& Search

Mock Job  
Interviews

Presentations  
& Seminars

Graduate  
School

- Career Peer Assistant Resume Drop-in Hours  
10:00am-4:00pm Monday-Friday.
- Appointments with counselors can be made.
- Check out Handshake for internships, jobs, events, and resources: [Handshake](#)
- To learn more about these services, visit:  
[Center for Career & Professional Development](#)

# Resources & Links

WSEA Form – (Work Student Employment Authorization Form) – This form authorizes you to participate in the Federal Work Study Program and will be initiated by your supervisor. Students must complete all required employment/payroll forms BEFORE employment may begin. Students are not allowed to begin work until the supervisor has received a confirmation email from Etrieve AND student appears in ADP.

Student PAF – (Student Personnel Action Form) – The employing department/supervisor will fill out your employment form and submit it to Human Resources for processing.

Form I-9 – (Employment Eligibility Verification Form) – Fill out all required areas at the top. Write N/A in any lines that do not apply to you. (i.e. blank fields) *Your Employment Supervisor will complete the second page.*

Acceptable Identification Documents – Read the List of Acceptable Documents before bringing identification to your supervisor. Acceptable documents include, but are not limited to, **original copy** of a US Passport OR two other forms of ID such as your Birth certificate, Driver’s License, Social Security card, etc. **Photographs cannot be accepted.** Supervisors MUST make copies and attach accepted documents.

Federal W-4 Form - This is used for federal tax withholding purposes. Read and fill it out. *Departments of Roger Williams University are not permitted to advise you on whether to claim tax withholding or exempt.*

Rhode Island W-4 Form - Federal Form W-4 can no longer be used for Rhode Island withholding purposes. You must complete Form RI W-4 for your employer(s). Once you have completed Form RI W-4 for your employer, Form RI W-4 only needs to be completed if you are making changes to your withholding allowance or have a new employer. Form RI W-4 must be completed each year if you claim “EXEMPT.”

## Resources & Links Continued...

Class Schedule – Login to [RogerCentral](#). Once logged in to the home page – click on “Student Planning.” Please be aware, RWU has mandatory advising for all undergraduate students before each registration period. Students utilize their faculty advisors for assistance in planning and selecting their classes. After meeting with your advisor to lift your registration hold, you may register and search for courses online through RogerCentral.

Work-Study Award (if applicable) – To access the RWU Financial Aid online system; login to [RogerCentral](#). Once logged in to the home page – click “Financial Aid” under “Financial Information.”