

Student Employment

Student Employment Office – Katelyn Johnson

Padnos International Center – Liz Montoya

Grand Valley State University

How and where do you start?

- Student Employment Website
 - www.gvsu.edu/studentjobs
- Student Employee Handbook

Benefits of working at GVSU

- Bi-weekly paycheck
- Campus involvement
- Develop skills and work ethic
- Meet other students on campus
- Build relationships with faculty and staff
- Grow your resume

Handshake

- Create a Handshake Account
- Only apply for on-campus jobs
- Apply for jobs you qualify for & are interested in
- Check for new jobs weekly
- Do not apply for Federal Work-Study positions
- Apply to at least 5 jobs

After You Apply

- Be Patient
- Applying for a job does not mean you will get it
- Keeping applying
- Prepare for job interviews
 - Contact the Career Center for more information
 - www.gvsu.edu/careers/

After You Get Hired

- Complete your employment paperwork BEFORE starting work
- Create a schedule with your supervisor
- Clock your hours in UltraTime
- Be committed to your schedule
- Grow and challenge yourself
- Think about how this job fits your career goals

After You Get Hired

- Respect U.S. professional standards and expectations
- Communicate any schedule changes with as much notice as possible
- Do not approach your supervisor with a group of friends
- Be respectful

Employment Paperwork

- Federal I-9 Form
 - Must present your original documentation in person
 - Passport
 - I-20 or DS-2019
 - I-94 (can be found online)
- Tax Forms
 - State W4
 - Federal W4
 - City Tax Form (only if you live/work in GR, Muskegon, Walker, or Detroit)
- Direct Deposit
 - Completed online once I-9 is processed

Tips for Success

- Be flexible
- Try new things and be open minded
- Jobs are short term – if you don't like your job at first, remember it's not forever
- Build a good network
- Budget your money well

Regulations and Policies

- 20 hours per week during the academic year
- 40 hours per week during the Spring/Summer semester and during breaks (Winter Break and Spring Break)
- Follow hour regulations despite job posting requirements
- Will receive violation email if hour overage occurs and PIC will be notified as well
- You are not authorized to work off-campus

Social Security Numbers (SSN)

Eligibility

- **F-1 Students:** On-campus employment, or CPT & registered
- **J-1 Students:** On-campus employment, work auth & registered
- **J-1 Student Interns:** You must be paid or receiving a stipend by your hosting department to be eligible to receive a SSN during your internship program. Unpaid J-1 interns are not eligible to apply for a SSN

Before Applying

- You must wait ten days after you arrive in the U.S.
- You must attend all required orientation sessions
- You must complete and submit all five forms to PIC
- <https://www.gvsu.edu/istudents/forms-109.htm>
- You must have an offer letter
 - Your offer letter can be provided by your supervisor/hiring department

Payroll vs. Student Employment

Student Employment

- I-9 Form
- Hour regulations
- Handshake
- Supervisor concerns

Payroll Office

- Tax Forms
- Direct Deposit
- Paychecks
- UltraTime

Resources

Student Employment

Phone: (616) 331-3238

Fax: (616) 331-3180

Email:
studentjobs@gvsu.edu

Website:
www.gvsu.edu/studentjobs

Payroll Office

Phone: (616) 331-2237

Email: payroll@gvsu.edu

Website: www.gvsu.edu/payroll

Padnos International Center

Phone: (616) 331-3898

Website: www.gvsu.edu/pic