



## Student Employment & Federal Work-Study FAQ Guide

### *General Questions*

**Q. How do I find a job? Can I work remotely?**

A. You can find on-campus, off-campus, and remote positions on [UChicago Handshake](#).

**Q. How do I find on-campus research positions?**

A. Some on-campus research opportunities are listed on Handshake, while others can be secured by submitting an application through the department's website, and/or reaching out directly to a professor or staff member about the possibility of working for them or within the department. You can find additional resources for research opportunities [here](#).

**Q. What is New Student Employee Orientation?**

A. All undergraduate students at the University of Chicago are required to complete an online Student Employment orientation within the first 30 days of their hire. The orientation provides an overview of University policies and workplace expectations, as well as tips for professional development.

**Q. What is Federal Work Study? How can I find out if I have it?**

A. Federal Work Study is granted as part of your financial aid package and is required by some on-campus employers. Please consult your Financial Aid Award Letter to see if you have Federal Work Study funding or contact [college-aid@uchicago.edu](mailto:college-aid@uchicago.edu) if you're unsure.

**Q. What does it mean when a position is "Federal Work Study Only"?**

A. A position marked as "Federal Work Study Only" by the employer means they are looking to hire a student who has been awarded Federal Work-Study funding. In some cases, you may still be able to apply, but please note that you may not be considered for that particular position if you are not Federal Work-Study eligible. The majority of positions on-campus do not require Federal Work-Study funding. If you have any questions, contact [studentemployment@uchicago.edu](mailto:studentemployment@uchicago.edu).

**Q. Are there any paid opportunities for community service?**

A. Yes! Positions are available through the [University Community Service Center](#) at organizations all around Chicago and Hyde Park. Full postings for community services positions are available on Handshake.



**Q. How much will I be paid? When will I be paid?**

A. As of 07/01/2024, the Chicago minimum wage is \$16.20/hr. Some positions may pay more based on qualifications, so please be sure to read the position description carefully. You should discuss your pay schedule with your supervisor and you can consult the payroll schedule available [here](#).

**Q: Can I have more than one job?**

A: Yes, you can hold multiple jobs! Students can work up to 20 hours per week for all jobs during the academic year, and 37.5 hours during the summer quarter and winter break. You can also hold both a Federal Work-Study job and a non-Federal Work-Study job.

**Q. How do I log my hours?**

A. Students are required to clock in and out using the University time reporting system “Workday”. If you hold more than one job it is imperative that you verify which position you are clocking your hours.

**Q. How can I find out when there are new positions posted on Handshake that I might be interested in?**

A. The Career Advancement Student Employment team sends out a weekly newsletter during the academic year. [Sign up for the newsletter here!](#)

**Q. What documents do I need to submit before I can start working?**

A. I-9 documentation is used to verify an employee’s identity and eligibility for employment. These documents must be shown to your employer before you can begin working. For a complete list of acceptable documents, please refer to visit the [U.S. Citizenship and Immigration Services](#) website, which provides detailed information about the I-9 process.

**Q. How can I find out if my student employment position will be remote during the academic year?**

A. You can find this information by reviewing job descriptions for individual positions and discussing the position logistics with your prospective supervisor during the interview process. If you have questions or would like help preparing for your conversation with your supervisor, please reach out to the Career Advancement Student Employment team at [emailcareeradvancement@uchicago.edu](mailto:emailcareeradvancement@uchicago.edu).



*Federal Work-Study Questions*

**Q: How do I apply for Federal Work Study jobs?**

A: Available undergraduate positions are posted on our career services platform: UChicago Handshake. You can apply to jobs and submit your resume through this platform. <https://uchicago.joinhandshake.com/login>

**Q: What documents are needed to start employment?**

A: Federal Work-Study positions require your Federal Work-Study Employment Authorization form.

**Q: Where do I get my Authorization form?**

A: The form can be accessed through your student portal.

- Log into your student portal
- Click Finances > FWS Employment Authorization
- Select “FWS Authorization Form” from the report dropdown and click “View Report” (make sure pop-ups are disabled on the page)

**Q: To whom do I submit my form once I am hired?**

A: For on-campus positions you will submit the form to your supervisor who will provide it to their HR Partner for onboarding. For off-campus positions you will submit the form to your supervisor who will provide it to the student employment office.

**Q: What happens if I don't use all of my Federal Work-Study award?**

A: Funds not used in the academic year cannot be carried over to the following academic year.

**Q: What happens if I use all my Federal Work-Study award before the academic year is over?**

A: Once you have earned your full allotment, your federal work-study job will end. Your employer can choose to keep you employed as a regular employee of the department.

**Q: I was awarded Federal Work-Study for the summer, can I use it in other quarters?**

A: Summer Federal Work-study can only be used in the summer. If you were not awarded for the full year you cannot hold a work-study job past the summer quarter.



THE UNIVERSITY OF  
CHICAGO

**Student  
Employment**

**Q: Can I have more than one job?**

A: Yes, you can hold multiple jobs, however the combined hours cannot exceed 20 hours per week for all jobs during the academic year, and 37.5 hours during the summer quarter and winter break. You can also hold both a Federal Work-Study job and a non-Federal Work-Study job.

**Q: How many hours can I work during the Summer quarter?**

A: Students are permitted to work 37.5 hours during the summer if not enrolled in any classes. If you are enrolled in classes, you must get permission from your Dean to work 37.5 hours.

**Q: I am an incoming first-year, when can I start applying for jobs?**

A: You may begin applying for jobs at the start of the autumn quarter once you are officially enrolled in classes. You can also apply anytime throughout the year, as new job openings arise on a regular basis!

**Q. How do I clock my hours?**

A. Students are required to clock in and out using the University time reporting system “Workday”. If you hold more than one job it is imperative that you verify which position you are clocking your hours.

**Q: How am I paid?**

A: Students are paid bi-weekly either by paper check or direct deposit.

**Q: I found a job in a research lab. How can I use my Work-Study to pay for it?**

A: Your professor/supervisor will have to contact their department’s Human Resource Partner to determine if they can utilize Federal Work-Study funding. The HR partner will walk them through the process.

**Q: I found an off-campus organization and I would like to use my Federal Work-Study award. How can I can do this?**

A: Off-Campus organizations must contact Shaz Razul at [srasul@uchicago.edu](mailto:srasul@uchicago.edu) if they are interested in partnering with the University to hire a Federal Work-Study student.

**Q: Where can I find more information about the Federal Work-Study Program?**

A: More information regarding Federal Work-Study can be found at [financialaid.uchicago.edu](http://financialaid.uchicago.edu).