



Student Employment 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](#). Remote employment opportunities can also be found through the Micro-Metcalf [Program](#).

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 opportunities 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 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 collegehandshakeposting@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 07/01/2021, the Chicago minimum wage is \$15/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 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 can I find out when there are new positions posted on Handshake that I might be interested in?

A. Student Employment sends out 3 weekly newsletters during the academic year focusing on 3 groups – General Student Employment postings, Research Opportunities, and Community Service Opportunities. [Sign up 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 this [table](#) or by visiting 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 Career Advancement at colleghandshakeposting@ucicargo.edu.



Federal Work-Study 2020-2021 FAQ Guide

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

A: You can find and apply for Federal Work-Study jobs on [UChicago Handshake](#). You can filter for Work-Study positions by clicking “All Filters” and checking the “Work Study” box.

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 myUChicago student portal.

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

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

A: You can submit your form to your supervisor for both on- and off-campus positions.

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 of 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 if they're able to add you to their payroll.

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.



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 are encouraged to begin applying at the start of the Autumn Quarter. There are job offerings throughout the year, as we receive job postings daily and you are able to search for positions on UChicago Handshake.

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 that I would like to use my Federal Work-Study award at. How can I do this?

A: Off- campus organizations must contact Marquita Amoah at mamoah@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.