

## Off-Campus FWS Information Sheet

**PAYRATE:** Your employer sets your rate of pay. The rate of pay must appear on your employment authorization as an hourly rate. This is an “hour’s work for an hour’s pay.” Fringe benefits such as sick leave, holidays and lunch breaks cannot be paid through Federal Work-Study Funds.

**GETTING PAID:** Federal Work-Study paychecks are issued on a bi-weekly basis and the following **must** be completed in order to be paid:

1. Employment Authorization must be **initiated** by the employer, electronically signed by the student and the Financial Aid Office prior to starting employment.
2. Complete the Direct Deposit Form and the W-4 form in [WISE](#)
3. Complete [I-9 form](#) with your employer. Employer must also complete the [Authorized Representative form](#). If you have previously completed an I-9 at UNH you do not need to complete another one. Return form to HR 2 Leavitt Lane Durham, NH 03824.
4. Complete a UNH Campus Mail [Address Form](#). Return to HR 2 Leavitt Lane Durham, NH 03824.
5. Your hours must be submitted to the UNH Payroll Office at 2 Leavitt Lane Durham, NH03824, according to the posted [payroll schedule](#). [Time Sheets](#) must be completed correctly and signed and returned. Please see [Time Sheet Instructions](#) for further assistance.

**JOB LENGTH:** Once you have accepted a job under the Work-Study Program, you are expected to remain on the job for the authorized period. If you are not satisfied with your working conditions, you should bring your concerns to your supervisor in order to work out a satisfactory solution.

**WORK-STUDY CEILING:** You may not exceed your ceiling. Once you reach your ceiling, you must terminate your employment through the Work-Study Program immediately. You should check with your employer to see if s/he could hire you on a student hourly basis where the department would be responsible for 100% of your wages.

**REMEMBER:** It is important that you understand the conditions outlined above. ***BY SIGNING THE EMPLOYMENT AUTHORIZATION FORM, YOU ARE ACKNOWLEDGING AND AGREEING TO THESE CONDITIONS.*** You are expected to work in the same manner as you would in any other employment situation. If you have any questions please contact this office at (603) 862-3600.

**YOU CAN TRACK YOUR WORK STUDY EARNINGS AT:** <http://wise.unh.edu>.

**Updated 9/21/20**