The student employment program supports students by providing on campus employment, reducing the need to travel off-campus for employment and increasing pay, since student workers are not required to pay social security and Medicare taxes. Jobs are assigned based on availability. Students eligible for Federal Work Study are placed first, but there are usually sufficient jobs available to students who are not eligible for Federal Work Study. Students must complete and submit a student employment application indicating their areas of interest. Jobs are assigned based on areas of interest when possible but are not guaranteed.

**FIRST TIME STUDENT WORKERS**
- Go to [www.bridgewater.edu/careers](http://www.bridgewater.edu/careers)
- Complete student employment application
- Click on “Submit” at the end of the page

Once a job assignment is made, the student will receive an email from student employment providing the details of the job assignment. The job assignment is not immediate because jobs are assigned on availability. The email will include the following:
  - Job assignment
  - Supervisor
  - Hire date
  - ADP timekeeping registration instructions
  - An attachment with the required new hire paperwork, which should be completed prior to arriving at the Human Resources office
  - When to report to the Human Resources office to submit the required paperwork
  - Any other necessary instructions

**Required New Hire Paperwork**
Specific paperwork is required prior to beginning work. **Student workers must complete the forms listed below.** The start of employment will be delayed if the forms are not completed.
- I-9 Form – The I-9 form is a federal requirement. Every new employee must complete this form prior to beginning work. Specific forms of identification are required. **Only original documents will be accepted.** To review the form and the acceptable identification documents, go to [www.bridgewater.edu/careers](http://www.bridgewater.edu/careers) or [https://www.uscis.gov/i-9](https://www.uscis.gov/i-9).
- Federal and State Tax Withholding Forms
- Direct Deposit form – A copy of a check is recommended to ensure the correct routing number and account number is used.

**RETURNING STUDENTS**
- Go to [www.bridgewater.edu/careers](http://www.bridgewater.edu/careers)
- Complete student employment application
- Click on “Submit” at the end of the page

Once a job assignment is made, the student will receive an email from student employment providing the details of the job assignment. The job assignment is not immediate because jobs are assigned on availability. The email will include the following:
  - Job assignment
  - Supervisor
  - Hire Date
  - An attachment with the required new hire paperwork, which should be completed prior to arriving at the Human Resources office
  - When to report to the Human Resources office to submit the required paperwork
  - Any other necessary instructions

continued on reverse
STUDENT EMPLOYMENT PAY AND RECORDING HOURS WORKED

Recording Hours Worked

- Student workers are responsible for recording their hours worked in the timekeeping system every time they work, or pay may be delayed. Student workers must clock in and clock out every time they work.
- If students have difficulty with clocking and/or do not clock in or out appropriately, they must notify the supervisor immediately so the correction can be made by payroll processing deadlines. Students must notify the supervisor by email or in a manner established by the supervisor.
- Pay for work hours not recorded and corrections sent to payroll after the approval and payroll processing deadlines have passed will be paid on the following paycheck.

Pay

- Pay rate is at least equal to the federal minimum wage (currently $7.25/hour).
- Pay day is every two weeks on Friday.
- Pay is received by direct deposit. Correct direct deposit information is necessary to avoid delay of payment.

HELPFUL REMINDERS FOR STUDENT WORKERS

- Report to work on time. If for some reason you cannot be at work on time or at all, contact your supervisor and let him or her know.
- Remember, every job is important. Make the most of all opportunities. Student employment is a good source for letters of recommendation for future employment or graduate school.
- Use discretion when working in any office since most office work is confidential.
- Wear appropriate attire for the work environment in which you are employed.
- Do not use office or College equipment for personal use.
- Maintain a balance between work, sports, extracurricular activities, classes and homework.
- Remember that you are a representative of the College. If the College becomes aware of information or material on a student worker’s personal website or social media (e.g. Twitter, Facebook) that suggests a College policy may have been violated or is offensive by general community standards, the College will investigate, and appropriate action will be taken, which may include termination of your student worker position.

STUDENTEMPLOYMENT@BRIDGEWATER.EDU