



Student Employment
Financial Aid Operations and Services
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Off-Campus Employment Check List

In order to facilitate a Federal Work Study (FWS) off campus employment, please be sure to complete the following items:

- You must have a Federal Work-Study (FWS) award**
Check your financial aid offer to see if you have been awarded a Federal Work-Study (FWS) award. The amount of the award is the total you can earn under this program.
- Register full-time in a degree granting program**
You must be enrolled in a degree granting program and registered full-time in the term in which you seek employment
- Complete USCIS FORM I-9 in person**
If you have previously received payments through the University's payroll system and have already completed an [I-9 Form](#), a new I-9 is not necessary. If you have not, you must present document(s) in person at Student Employment which attests to your identity and right to work in the U.S. See page 4 for a list of acceptable documents.
- USF must have a Federal Work-Study agreement with your employing agency**
The University must have a current agreement with your employing agency before employment can commence. If you are uncertain of the agency's contract status, contact the Student Employment office who will advise you and will proceed with the contract process if necessary.
- Find a job and arrange your interviews**
View the [off-campus](#) job board and contact the hiring agency to arrange an interview.
- Obtain a Work Clearance (Authorization) Form – for Off Campus FWS**
This [form](#) is issued by a Student Employment Administrator. Obtain this form in person and present it to your hiring supervisor on your interview which verifies your employment eligibility, work study award information, and the estimated agency cost. Candidates who do not have a FWS award will not receive authorization.
- Important Employee Benefit Information to know**
 - Workers' Compensation Benefit Notice** – you are covered under the agency's worker's compensation insurance policy.
 - San Francisco Health Care Ordinance Waiver** – it is your agency's responsibility to comply with the San Francisco Health Care Security Ordinance (HCSO) including paying the employer spending requirement for healthcare expenditures if you will be working within the City and County of San Francisco.
 - San Francisco Paid Sick Leave Ordinance** – if you will be working within the City and County of San Francisco, you can accrue 1 hour of sick leave for every 30 hours worked, up to 72 hours; paid sick leave begins to accrue 90 calendar days after your first day of work. Sick leave is 100% covered by your agency.
- Complete a Direct Deposit Form**
Complete a [direct deposit form](#) to receive your paychecks immediately and have your paychecks directly deposited to your bank account. You will need to attach a voided check for processing. If you do not have a bank account, inquire about Bank of America's CampusEdge Checking at <http://www.bankofamerica.com> or Citibank's College Student Account at <http://www.citibank.com>.
- Personnel Action Form (PAF)**
This is a new hire form that is used to establish you on the payroll and is initiated and approved by your hiring supervisor. It is subsequently approved by Student Employment and Student Payroll where it is processed to confirm eligibility and to add you to payroll. [PAF submission date](#) determines when you can expect for first pay day.
- Employment Begin and End dates**
Once the PAF is approved and the academic year begins on August 21st, you may begin work. You may continue to do so until the end of an academic year, May 20th, or according to the terms of your employment agreement, see supervisor.
- Time sheets**
Time sheets are due at One Stop, LM 251, on the published [timesheet due dates](#). Hours worked should be reported according to the University approved pay period breaks: 6th through the 20th which is paid at the beginning of the month and 21st through the 5th which is paid at the middle of the month
- Paydays**
[Pay days](#) are normally on the 1st and 15th of the month. If pay day falls on a Saturday, you will be paid the previous Friday. If pay day fall on a Sunday, you will be paid the following Monday. If you do not have direct deposit, please pick-up your pay check at Payroll, LM 339, after 10:30am through 4:30pm on pay days.