

MARYLHURST UNIVERSITY
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MARYLHURST UNIVERSITY FEDERAL WORK-STUDY INFORMATION

WORK-STUDY POSITIONS

Work-Study positions are announced by various departments on campus. (Off-campus positions are not available.) Limited positions become available throughout the year. Position announcements are posted on the bulletin board located as you enter the Financial Aid Office and online at <https://my.marylhurst.edu>.

APPLYING FOR A POSITION

If your award letter specifies you are eligible for Federal Work-Study and you are interested in one of the posted positions, you should complete the following steps:

1. Obtain a Work-Study job application from the Financial Aid Office.
2. Deliver your completed application to the department listed in the position announcement.
3. If you meet the qualifications for the position, the department supervisor may request an interview with you.

ACCEPTING A POSITION

1. If you are offered and accept a Work-Study position, you must complete the I-9, W-4, and information forms in the Human Resources Department prior to starting work.
2. Human Resources staff will provide instructions on how to complete your monthly electronic timesheet.

WAGES AND PAY PERIODS

1. You must report to work for the hours agreed upon by you and your supervisor.
2. Pay periods begin on the 21st of each month and continue through the 20th of the following month.
3. Timesheets must be submitted online and are due no later than the 21st of each month.
4. Pay rates vary but are never less than the Oregon minimum wage.
5. Paychecks are issued on the last working day of each month and may be picked up at the Reception Desk, second floor, B.P. John Building, on that day.
6. It is your responsibility to monitor earnings and see that you do not exceed your award limit.

CONTINUING WORK-STUDY STUDENTS

If you are a returning student and have a Work-Study position that remains available to you, you will need a current year award letter from the Financial Aid Office to advise your supervisor of your Work-Study award.