



ST. JOHN'S  
UNIVERSITY

*Guide to*  
**Student Employment**

*Office of Human Resources*



## Student Employment

The mission of student employment is to provide the means for you to help defray college expenses, expand your educational experience, and prepare you for life after college. Professional experiences enhance the academic learning process and give you the opportunity to serve and learn in a value-based, mission-oriented setting.

St. John's University is committed to providing part-time, on-campus student employment to benefit both the departments of the University and the students they employ. In addition to receiving a competitive hourly wage, there is flexibility in the scheduling of work hours and no additional costs associated with commuting to the workplace. Positions are limited and applicants are not guaranteed employment.

## Requirements and Eligibility

To be eligible for employment at St. John's University, you must be in good academic standing with a cumulative grade point index of 2.0 or above, and registered for at least 12 undergraduate credits or full-time graduate credits. You are permitted to work at one on-campus job at a time. Exceptions to this policy are functions that require your services on a one-day or one-week basis (e.g., the University Phonathon or Commencement exercises). Students who are on academic probation may not be eligible to work on campus, and those who fall below a 2.0 grade point average (GPA) while working on campus may be terminated from employment. You can work up to 20 hours a week when school is in session.

International students are eligible for on-campus employment but are not eligible for a federal work-study grant.

## Types of Student Employment

### • Regular Student Worker

A student who is paid with funds that come from the employing department. These students are not eligible for a work-study grant.

### • Work-Study Student

Work-Study is a federally funded program awarded to full-time, matriculated students, with special emphasis on full-time students from low-income families. Continued eligibility is based on the student demonstrating satisfactory academic progress.

## What You Should Know about Your Work-Study Grant

A federal work-study grant is good for only one academic year, beginning July 1 and ending June 30 of the following year. You and your supervisor are responsible for monitoring the balance of the grant agreement regularly to ensure uninterrupted employment. If your federal work-study grant is depleted prior to the end of the grant year, your employment ceases unless the department has budgeted funds to pay for your continued employment.

# The Student Employment Process

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## 1 Understand your eligibility.

- Refer to your Financial Aid award letter for eligibility.
- If you are not eligible for a work-study grant, you may apply for a regular student worker position.
- Ensure you meet all University requirements, which include a minimum 2.0 GPA and full-time student status.
- Determine your availability to work based on your class schedule. You may work up to 20 hours per week while school is in session.

## 2 Identify and apply for available positions.

To access and complete the Student Employment Application,

- Log on to [signon.stjohns.edu](http://signon.stjohns.edu) with your **Username and Password**.
- Click the secure **University Information System (UIS)** link.
- On the Student Information System page, select the **Student** tab.
- Scroll down to the bottom of the list and select **Student Employment Application**.
- Click the **Job Posting** link to review all open positions.
- You may enter up to three different job IDs in the employment application and continue by answering the required questions.
- When you have finished, click the **Accept** button at the bottom of the form.

Once you submit the online application, you receive an email message that your application is complete and has been forwarded to the student employment manager.

## 3 Activate your employment.

- Once you have been offered a position and accept, contact the student employment manager to complete employment processing.
- When you begin your job, you submit hours worked to your supervisor by web time entry.
- You receive biweekly payments via direct deposit or check from the St. John's payroll department.

## 4 Position yourself for success.

To ensure you have a valuable and productive work experience, you should

- Complete the online student worker orientation.
- Read your student worker handbook.
- Communicate and meet with your supervisor regularly.
- Contact the student employment manager for any assistance you may need during your student employment.
- Register for Career Services events to support your professional development.

## How to Start

In order to begin working on campus, you must complete new hire paperwork and submit it to the Office of Human Resources. This includes showing **original, unexpired documents** that establish both identity and employment authorization. Scanned or photocopied documents are not acceptable. The list of acceptable documents that you can use can be found on the following page.

- **Remember, you must bring the original document(s) to campus with you.**
- **If you use any item from List A, that is the only item you need to provide.**
- **If you use any item from List B, you must also provide an additional document from List C.**
- **You cannot use two items from the same list.**

Employment cannot begin until all required paperwork and identification documents have been provided to the Office of Human Resources. No appointment is necessary to turn in new hire paperwork at the reception desk in Human Resources.

## LIST OF ACCEPTABLE DOCUMENTS

**All Documents Must be UNEXPIRED.**

You may present one selection from List A  
or a combination of one selection from List B and one selection from List C.

<b>List A</b>	<b>OR</b>	<b>List B</b>	<b>AND</b>	<b>List C</b>
Documents that establish both identity and employment authorization:		Documents that establish identity:		Documents that establish employment authorization:
1. US Passport or US Passport Card		1. Driver's license or ID card issued by a state or outlying possession of the United States, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		1. A Social Security card, unless the card includes one of the following restrictions: a. NOT VALID FOR EMPLOYMENT b. VALID FOR WORK ONLY WITH INS AUTHORIZATION c. VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form 1-551)		2. ID card issued by federal, state, or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
3. Foreign passport that contains a temporary 1-551 stamp or temporary 1-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph		3. Original or certified copy of birth certificate issued by a state, county, municipal authority, or territory of the United States bearing an official seal
4. Employment Authorization Document that contains a photograph (Form 1-766)		4. Voter's registration card		4. Native American tribal document
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form 1-94 or Form I-94A that has the following: i. The same name as the passport; and ii. An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.		5. US military card or draft record		5. US Citizen ID Card (Form 1-197)d
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form 1-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI		6. Military dependent ID card		6. Identification Card for Use of Resident Citizen in the United States (Form 1-179)
		7. US Coast Guard Merchant Mariner Card		7. Employment authorization document issued by the US Department of Homeland Security
		8. Native American tribal document		
		9. Driver's license issued by a Canadian government authority		
		<b>For persons under age 18 who are unable to present a document listed above:</b>		
		10. School record or report card		
		11. Clinic, doctor, or hospital record		
		12. Day care or nursery school record		

Additional guidance for completing the I-9 Form can be found on the US Citizenship and Immigration Services website in the *Handbook for Employers (M-274)* [www.stjohns.edu/M274handbook](http://www.stjohns.edu/M274handbook)

For examples of acceptable documents refer to

List A Documents That Establish Identity and Employment Authorization  
[www.stjohns.edu/listA](http://www.stjohns.edu/listA)

List B Documents That Establish Identity  
[www.stjohns.edu/listB](http://www.stjohns.edu/listB)

List C Documents That Establish Employment Authorization  
[www.stjohns.edu/listC](http://www.stjohns.edu/listC)

## On-Campus Student Employment

Office of Human Resources  
University Center, Suite C  
Queens Campus  
718-990-1865, press option 3  
[www.stjohns.edu/studentemployment](http://www.stjohns.edu/studentemployment)

## Off-Campus Employment

University Career Services  
Chiang Ching-Kuo Hall  
Queens Campus  
718-990-6375  
[www.stjohns.edu/careerservices](http://www.stjohns.edu/careerservices)

**St. John's University is an Equal Opportunity Employer and encourages applications from women and minorities. St. John's does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The Office of Equal Opportunity and Compliance, [titleix@stjohns.edu](mailto:titleix@stjohns.edu), 718-990-2660, has been designated to handle inquiries regarding the non-discrimination policies.**

## Campus Locations

Queens Campus  
Customer Service Center  
8000 Utopia Parkway  
Queens, NY 11439  
718-990-2000

Staten Island Campus  
300 Howard Avenue  
Staten Island, NY 10301  
718-390-4500  
Financial Aid Office 718-390-4453

**Federal financial aid information is available at 1-800-4-FED-AID.**