

## Frequently Asked Questions

**Q: When are Student Assistants paid?**

**A:** Student Assistants are paid on the 12<sup>th</sup> of every month. If pay day falls on a Saturday, the pay warrant can be picked up on Friday. If the pay day falls on a Sunday, the pay warrant will be available for pick up on Monday.

**Q: How many hours can a Student Assistant work while school is in session?**

**A:** Student Assistants can work up to 20/hrs. per week in all positions.

**Q: What documents do I need to bring to Human Resources to get hired?**

**A:** The I-9 (Employment Verification Form) has a lists of acceptable documents:

[https://www.csum.edu/c/document\\_library/get\\_file?uuid=e41b7c29-68ef-4942-a578-6b9ff3be3885&groupId=4202574&filename=I-9.pdf](https://www.csum.edu/c/document_library/get_file?uuid=e41b7c29-68ef-4942-a578-6b9ff3be3885&groupId=4202574&filename=I-9.pdf)

**Please note:** An original Social Security card will be required at time of signing all hiring paperwork no matter the documentation used to fulfill the I-9 Form requirements. Your Security card will be used for Payroll purposes.

**Q: What is Federal Work Study?**

**A:** Federal Work-Study (FWS) is one of six major federal student financial aid programs authorized under Title IV of the Higher Education Act. It is designed to provide part-time employment to students who have established financial need according to federal guidelines. The primary goal of the Federal Work-Study Program is to provide students with the opportunity to gain work experience and offset some of their educational costs.

**Q: Who can I contact for additional questions?**

**A1:** For questions related to Federal Work Study please contact Financial Aid at X1287.

**A2:** For questions related to Student Employment please contact Andrea Zamora-Blair, Human Resources & Student Employment Analyst at x1137.

**For detailed information regarding the hiring process please refer to the [Student Assistant Guide](#) or the [Hiring Manager Guidelines](#).**