

The "DePauw Resources for Internships, Vocation, and Employment" Program (referred to as DRIVE) provides students with the opportunity to work on campus during the academic year. Federal Work Study (FWS) & DePauw Work Study (DWS) positions are listed on Handshake. The majority of on-campus student positions are posted at the beginning of each

Academic Requirements

Legal Requirements for Domestic Students

Legal Requirements for International Students

Eligibility Requirements

Types of Work Study

Federal Work Study & Community Work Service

Payroll

Conduct at Work

Amount of hours/jobs

Academic Requirements

A student employee must be in good academic and student employment conduct standing with the University. A student employee of DePauw must be enrolled at least half -time during the semester he/she wants to work in order to be eligible for student employment.

If a student drops classes, which puts him/her below half-time during a semester, the student will immediately become ineligible to continue working as a student employee.

Students are not permitted to work during periods where they would normally attend classes. (E.G, skipping class to pick up an extra shift at work is strictly not allowed, under any circumstances)

The only potential exception to this rule is situations where a student's job has to do with class, i.e. ADA Notetakers

Legal Requirements for Domestic Students

< The link to ADP RM can be found [HERE](#)

The job search process for students is located exclusively in ADP RM. In order to be legally hired, ALL students must fill out an application for whatever position they wish to have. Students must create an account in ADP RM to view and apply for any student jobs available at DePauw. Once a student has been offered a job, they will be prompted to complete their

transportation. For more info on scheduling an appointment and transportation options, please email chloeosullivan@depauw.edu.

SSA requires students to bring a list of documents to their appointment to start the application process. They are as follows:

- A passport from country of residence

- I94 + I20

- Reference number from online application (<https://www.ssa.gov/ssnumber/>)

- Letter from DePauw's DSO (currently Beth Haymaker or Sasha Taxter in the CDI)

- Job Offer letter from on-campus supervisor (template found [here](#), wet signature)

Once a student's application has been processed, SSA should give them a receipt from the application. The student may bring that receipt, their I94, their I20, and their passport to the Hubbard Center; these documents will tentatively clear the student to work for 90 days while their SSC comes in the mail. Once their SSC has arrived in the mail, they are required to bring it to the Hubbard Center where they will complete the rest of their paperwork on paper in the Hubbard Center, along with signing their acknowledgement of significant policies on paper. Students ARE NOT permitted to begin working before completing their paperwork and receiving confirmation from Student Employment clearing them to work.

Eligibility Requirements

- ◀ Students who have either federal or DePauw work study in their financial aid package are eligible to apply for any job on the student employment job board. Students who do not have either type of work study in their package will only be permitted to apply for jobs that require a certain skill or specialization. To view your financial aid package and determine your work study status, you can look at your portal in eServices or you can reach out to financial aid.

Types of Work Study

There are two types of work study awards at DePauw; Federal work study and DePauw work study. Federal work study is an award given to a student based on their financial need. This money

Payroll

DePauw utilizes the HRIS (human resource information system) ADP for both job applications, paperwork and payroll. Once students have completed their paperwork, they will be sent information on timecards and pay methods, both of which are managed by payroll in ADP WorkForce Now.

Definitions

Absence: An absence is the failure to be on the job at any time during your scheduled hours of work, including arriving after your scheduled start time or leaving before the end of your scheduled hours of work.

Tardiness: You will be considered tardy if you fail to report to work at the designated starting time.

Unapproved Absence: An unscheduled and unapproved absence is an absence not pre-approved by your immediate supervisor.

No Call/No Show: A no call/no show is any time an employee is absent and fails to notify their immediate supervisor.

Chronic Absenteeism: Chronic absenteeism occurs when a pattern of absenteeism becomes

