

Student EMPLOYMENT

UF OFFICE FOR STUDENT FINANCIAL AFFAIRS

Looking for a job? Student Financial Affairs' (SFA) Student Employment Office in S-107 Criser Hall (open Monday–Friday, 8:00 a.m. to 5:00 p.m.) helps enrolled students find part-time employment through various job programs. Employment enables students to cover part of their expenses while attending school, and studies show that work has positive effects on students' overall academic achievements.

Almost every UF department employs students part-time, and job opportunities exist for all students whether or not they are eligible for financial aid. Jobs offer students work related to their skills, academic or career fields, and experiences or interests, and often help with career choices. Duties range from those demanding special research skills to those requiring only the willingness to work. UF offices list positions with the Student Employment Office.

What Job Programs Are Available?

The Student Employment Office assists students with work issues on campus and coordinates several work programs: Federal Work-Study (FWS), the state-funded Other Personnel Services (OPS) program, and off-campus jobs.

How to Find and Apply for a Job

1. **Start Early** Jobs are available throughout the year, but the best time to find one is at the beginning of semesters.
2. **Check for Jobs**
 - On-Campus Jobs. Go to <http://jobs.ufl.edu>
 - Federal Work-Study (FWS). FWS is a federally funded, need-based student work program (including Federal Community Service) awarded by SFA.
 - Other Personnel Services (OPS). OPS employment, an institutionally/state-funded program, is not based on need. Application is open year-round.
 - Off-Campus Jobs (non-UF employment). Go to <http://crc.ufl.edu> to create a Gator CareerLink account.
 - At Specific Departments. Check for open positions in your department or other areas that interest you.

S-107 Criser Hall • P. O. Box 114025 • Gainesville, FL 32611-4025 • (352) 392-0296

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3. Print a Work Permit

If you have Federal Work Study, you will be able to print a Work Permit via ISIS. The Work Permit is used to verify that you have been awarded FWS as part of your financial aid package.

To access the permit, log in to ISIS and select 'Financial Aid Awards and Disbursements.' If you have been awarded FWS, you will be able to choose the UF Work Permit link under 'Federal Work Study Award.'

You can also use the Work Permit to verify the FWS award amount for each semester, as well as to track how much of the award remains throughout the semester.

Note: OPS students are not required to obtain a UF Work Permit.

What Do I Do After I Am Hired?

Take your work permit to the department payroll processor who hired you. They will have you complete the paperwork required to be added to payroll.

When and how will I be paid?

As a student FWS or OPS employee, you will be paid at least minimum wage. Your salary will range upward according to your skill and experience and the hiring department's budget. FWS and OPS employees are paid bi-weekly.

How will my work hours be scheduled?

Employment should not interfere with your educational goals. Most students work 10-20 hours weekly. You and your employer should cooperate on the hours you work: most jobs allow you to arrange your schedule around your classes. The number of hours FWS students may work also depends upon their financial need. For OPS jobs, hours and salary will depend on the hiring department's budget and need. Students are not permitted to work during scheduled classes or exams.

Can I Work More Than 20 Hours Per Week?

If you need to work more than 20 hours per week, you must complete an *Hours Extension Petition*. You can download one from SFA's forms page, www.sfa.ufl.edu/publications/forms.

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