

- **What is the difference between work study and non-work study?**
 - **Work Study** - Pay for these positions comes from state and federal work study monies as part of the student's Financial Aid award package. If work study is not awarded, a student cannot use this funding and, therefore, cannot be hired if the position requires work study.
 - **Non-Work Study** - Pay for the position comes from the hiring department's budget and is not tied to work study. These positions are also referred to as regular or institutional pay and do not have the same restrictions as work study.
- **Do I have to complete the I-9 employment paperwork if I have previously worked on campus?**
 - Students who have worked for Evergreen previously do not need to complete new employment paperwork. Updates to your W-4, address, and/or direct deposit information can be completed online in your my.evergreen.edu employee account.
- **Can I have more than one campus job?**
 - Yes. Each position's hours on campus will be determined by the hiring manager. If a student has two Work Study positions, their work study award must be divided between the positions. Student cannot go over their work study earnings award. The student determines the split amount based on the position requirements. Student workers are *not allowed* to work more than 19 hours per week when classes are in session, and up to 40 hours during break and evaluation weeks.
- **Can I work during the summer?**
 - Yes. Students who are attending Spring quarter and returning in the Fall, can work during Summer, even if they are not attending classes.
 - Students attending Summer quarter are also eligible to work on campus but are usually limited to 19 hours a week when classes are in session.
 - Contact Student Employment if you plan to work Summer quarter and are only taking partial credit or are only studying in one session for guidance.
- **How do I update my employment information?**
 - Use the links below to update your W-4 (tax withholdings), address, or to add/change direct deposit information.
 - W-4
 - Address Change
 - Go to my.evergreen.edu, and select "pay history and information" to update your address.

- Direct Deposit
Go to my.evergreen.edu, and select “pay history and information” to enrol in or update your direct deposit information.
- All employment-related forms are turned into Evergreen’s Student Employment Office located in on the 1st Floor of the Library building, next to Registration.
- **What are my pay periods and when do I get paid?**
 - Student employees are paid twice a month. Payroll periods are the 1st to 15th and 16th to the end of month. Students are paid 10 business days after the end of the payroll cycle. For more information see the Time Sheets or Web Time Entry webpages.
 - Example:
January 1-15 payroll cycle, paid on January 25th (or nearest business day)
January 16-last day of the month, paid on February 10th (or nearest business day)
- **How do I get paid?**
 - Direct Deposit is highly recommended. Funds are deposited into your bank account each payday. Direct deposit is available online in your my.evergreen.edu account. The first direct deposit “tests” so you will need to pick up your first pay check in the Cashiers Office located on the 1st floor of the Library.
 - Picking up your pay check:
If you do not have direct deposit, please bring a photo I.D. to the Cashiers Office (1st floor of the Library) to pick up your check on payday.
 - Access your earnings statement via my.evergreen.edu
 - Contact Student Employment or the Payroll Office with any payroll questions.