

## On-Campus Employment for All International Students

*\*\*\*The following are brief notes regarding on-campus employment. For full information, please speak with a staff member of the Global Support Office.\*\*\**

**F-1 Students:** F-1 students may work on-campus without special work authorization as long they are enrolled for a full course load, their SEVIS record is active, and their I-20 is valid.

**J-1 Students:** A student in J-1 status must also be enrolled for a full course load, have an active SEVIS record, and have a valid DS-2019. *However, they MUST obtain work permission from the OGSSE or exchange visitor sponsor for a specific job prior to beginning any on-campus employment.* (J-1 on-campus work authorization may only be granted for 12 months at a time).

F-1 and J-1 students are permitted by immigration regulations to work **no more than 20 hours a week** during the fall and spring semesters, but may work up to 40 hours during academic breaks and the summer semester. To exceed working 20 hours in any given week is a serious violation of your immigration status!

On the advice of legal counsel, on-campus employment at Gannon University is considered to be:

- Any employer that issues a paycheck through the Gannon University payroll system
- Gannon Bookstore
- Metz & Associates, Ltd. (dining hall & food service)

If you have questions about whether an employer is considered an on-campus employer, please consult with a staff member of the OGSSE.

### HOW TO APPLY FOR ON-CAMPUS EMPLOYMENT

**Here is the procedure for qualifying for on-campus employment and applying for a position:**

1. International students must first be entered into the SEVIS system by an OGSSE staff member. This happens within 30 days of your program start date.
2. Register for classes and complete enrollment with the Registrar's Office.
3. Apply online for student employment through the Gannon portal (my.gannon.edu). In the portal, click on the PEOPLEADMIN link refer to <http://www.gannon.edu/WorkArea/DownloadAsset.aspx?id=2471>.
4. After creating an account, you will be able to browse the available positions and apply online if the position is accepting online applications. Keep in mind that an on-campus job is not guaranteed. Students must pursue employment independently and compete with fellow applicants from all over campus.
6. If hired, students must go to Gannon's Human Resources Office to complete the "new hire paperwork." AFTER the new hire paperwork is completed, the student must pick up a Social Security Packet from the OGSSE. This packet includes the "On-Campus Employment Letter." The departmental supervisor should complete and sign the "On-Campus Employment Letter."
7. Return to the OGSSE with the completed "On-Campus Employer Letter." A DSO in the OGSSE will then sign the letter verifying that you are, in fact, an international student at Gannon University.
9. **Apply for a Social Security Number (SSN)** Follow the directions on the Social Security Packet you received from the OGSSE. You will need all of your immigration documents, a completed SSN application, the "On-Campus Employment Letter" in order to apply for a Social Security Number.

You will need to submit your documents to the Social Security Administration. You will receive a receipt from the SSA, and you should submit the receipt directly to the Human Resources department.

## HOW TO GET A PAYCHECK

**Record your hours worked for on-campus employment using GUXpress Web-Time Entry.** Once you begin working, you will be responsible for recording your hours in GUXpress, and obtaining a validation from your employer. Your paycheck will be available at the Human Resource Office typically the Friday after the end of a pay period **if hours were submitted on time.**

Remember, you must have completed an I-9, filed a W-4, and submitted your Social Security receipt/number to the Human Resources department in order to get paid for your work!

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