Students

http://www.sfs.upenn.edu/seo/

All Work-Study and Student Worker employees at Penn must be registered as University of Pennsylvania students.

Work Study Positions

The Student Employment Management System (SEMS) allows for the creation and management of work-study job listings online. Each work-study student must have a Job Appointment Form complete with a SEMS job number on file prior to beginning work. To access SEMS go to:

http://www.sfs.upenn.edu/seo/php4/index.php4

Please note: Students may hold two Work-Study Positions at a time.

Once Hired

Once hired, the student’s information must be entered into PennWorks in order for the student to be paid. Currently students are paid 40% by the department and 60% by the Federal Work-Study Program. When creating a distribution screen for a Work-Study student the Distribution Line should contain the 26 digit Account Number and the Percent Field should be 100%. PennWorks will read the Work-Study Job Class Code and the 5139 Work-Study Object Code and “know” that only 40% of the pay is to be removed from the account you enter.

☞ The department has the responsibility to check the terms of each federal grant to see if there are restrictions against paying for Work-Study students.

Student Workers

In most cases, the Student Workers should be treated in the same way as Work-Study Students, with the exception that the government is not contributing a percentage of Student Workers’ hourly rate.

☞ Student Workers may also hold TWO jobs simultaneously. In addition, a student can hold a Job 1 Work-Study position and a Student Worker positions at the same time. In this case, the Work-Study job will always be Job 1.

General Information

Departments desiring to hire a student that already holds another position at the University should contact the Home department to verify and coordinate the student’s time and hours. Home departments reserve the right to refuse to release the student worker to work extra hours in another University department.

While classes are in session students may not work greater than 20 hours per week. Their primary responsibility is their academic achievement and work cannot be a priority for them. During those weeks when classes are in recess (Fall, Spring Breaks and Winter Break) students may work up to 40 hours.
During Summer Break, students who remain in a working capacity at the University are classified as Work-Study or Student Workers and may work up to 40 hours per week.

While students are in class, whether they hold Work-Study Positions or are classified as Student Workers, they are exempt from paying FICA/Medicare. Their status can remain unchanged at Penn as long as the time between class sessions remains five weeks or less.

Student workers classified as ERN Type SW1 (Student Worker 1) in the winter and spring semesters are flipped automatically to SW2 (Student Worker 2) for summer by Payroll. This causes FICA and Medicare to be taken from checks.

The usual codes used for student employees are as follows:

Student Worker A – In Class
Ern Type: SW1
Object Code: 5134/5135
Job Class Code: 599070

Student Worker B – Not in Class
Ern Type: SW2
Object Code: 5134/5135
Job Class Code: 599071

Work Study Regular
Ern Type: WSR
Object Code: 5139
Job Class Code: Begins with 5153xx

Work Study Summer
ERN Type: WS2
Object Code: 5139
Job Class Code: Begins with 5153xx

If a supervisor wants to pay a Work-Study student more than the assigned hourly rate for a given job, the amount over the hourly rate is entered into a second job as a Student Worker with an ERN Type of SUP, for Supplement. This ERN Type allows you to pay an hourly rate less than minimum wage.

E.g.: Job 1: WSR
Object Code: 5139
Job Class Code: 515315
Amount: $6.05/hour

Job 2: SUP
Object Code: 5134
Job Class Code: 599070
Amount: $0.35/hour

This scenario will allow the student to be paid $6.40/hour for a given job.

Reminders: The maximum number of hours any student should work during weeks classes are attended is 20.

Anyone holding a Work-Study or Student Worker position must be a Penn student.