

3. The Work Study Contract

Hiring Process

So you've decided to hire one of your candidates as a student employee - great! But first, your Work Study student employee will need to complete a Work Study contract **BEFORE** they begin working for your department.

The Work Study Contract

It is extremely important that your student employees complete a Work Study contract **BEFORE** they begin working. The paperwork in the Work Study contract is required by The Office of Student Financial Assistance and Human Resources, so that we may properly pay your student employees for the work they do for your department.

Work Study contracts are sent for electronic signatures from The Office of Student Financial Assistance. Supervisors must use this [Google Form](#) to request a contract for a student hire. The contract must be completed before the student begins working, and any work done prior to a completed contract will need to be paid via a Trust Fund account, or considered volunteer hours.

The Work Study contract **must be completed every single year**, regardless of whether or not the student employee has worked for your department before.

All of the required forms in the Work Study contract are explained below.

College Work Study Contract (New and Returning Hires)

The student must read the contract and complete all necessary info. Please make sure the "Department" and "Job Title" are correct before you sign the contract approving the hire.

OBRA & FICA Medicare Exemption Form (New and Returning Hires)

If the student is enrolled for 6 credits or more per semester, they must complete this form to qualify for an exemption to contribute to OBRA & FICA Medicare.

Students who have not previously had a job at MassArt need to complete Tax and Employment Eligibility paperwork. These students will be identified and asked to complete the necessary forms and paperwork electronically through NeoGov. Payroll reviews the material and students should contact that office for questions or concerns. Students are not allowed to work until these forms have been completed.

Employee Data Sheet

Demographic and contact info that is collected and stored for Human Resources and Payroll purposes.

W-4

This is the federal tax form. It lets Human Resources know how the student employee wants federal taxes withheld from their pay check.

M-4

This is the Massachusetts state tax form. It lets Human Resources know how the student employee wants state taxes withheld from their paycheck.

SSA-1945

This form explains possible implications on future social security benefits, as the student works for a state that does not collect social security contributions from earnings.

I-9

This form is required to prove the student's identity and work eligibility. **Original documents** proving identity and work eligibility are required with this form.

Direct Deposit Form

This form allows the student to receive payments directly to their bank account. No paper checks will be generated.

Sexual Harassment and Drug-Free Workplace Policy

The student should read this information.