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# Employment options for J-1 Students



(In most cases)

**Fall 2012 Orientation**



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- **Permission needed from program sponsor**
- **Can be given for on campus employment of up to 20 hours per week while school is in session and full time during school breaks that last a week or more.**
  - **Example: November 19-23, 2012 (Thanksgiving Break)**



- **During the summer, work may exceed 20 hours if the student is not enrolled in summer classes, but is expected to resume enrollment in the fall**



## **On-campus employment is:**

- 1. Work that is performed on the campus listed on DS-2019 and for which you are paid by the university**
  - Work that is required for an assistantship**
  - Student worker hourly wage jobs**
- 2. Work performed for on-location commercial firms which provide services for students on campus**
  - Food services (Aramark)**



# Finding a Job

- **Current student job opportunities are listed at [jobs.olemiss.edu](http://jobs.olemiss.edu).**
  - **Select the "Search Postings" link from the menu on the left.**
  - **Under the employee category option, select "STUDENT" and search.**

**Search Results | 1 job**

To view the position details and/or apply to an open position, click on the position title or the [View Details](#) link. If you would like to bookmark a position for later review, click on the [Bookmark](#) link. To email a position to a friend, click on the [Email to a Friend](#) link.

	Position Number	Job Open Date	Employee Category	Department
<b>Desk Receptionist</b>	STUDENT-01042012	01/05/2012	Student	Student Housing

This is a student position as a Desk Receptionist in a Residence Hall. The Desk Receptionist provides service at the hall front desk for residents, visitors and staff. The Desk Receptionist (DR) is supervised by the Residence Hall Director (RHD). Specific responsibilities for each DR will vary from area to area and will be assigned by the RHD.

[View Details](#) | [Bookmark](#) | [Email to a Friend](#)





## Finding a Job

- You can also inquire directly with offices on campus to see if they have any openings.



Suggestions:  
Turner Center  
Aramark  
Library  
Student Housing



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## Can I work for more than one department?

- Yes, as long as your combined hours do not exceed the 20 hour per week limit





## How are hours counted?

- Hours are counted from Sunday to Saturday in each week. You are responsible for ensuring that you do not exceed the 20 hour per week limit.
- Student workers/ supervisors record time worked on a daily basis. The records are collected and entered into the payroll system approximately every two weeks.



# What do I need in order to work on campus?

- **J-1 students need a valid DS-2019 and written permission from the program sponsor (entity that issued the DS-2019)**
- **All students will also need to complete paperwork in the Student Employment office related to work eligibility and taxes**



The Student Employment Packet is required for your paycheck.

### Be prepared to

- Provide direct deposit information
- Complete income tax forms, both Federal and MS
- Provide supporting documentation to verify that you are eligible to work in the United States

### Complete

Please complete the [packet of forms](http://www.olemiss.edu/depts/hr/students/studentemppacket.pdf) (<http://www.olemiss.edu/depts/hr/students/studentemppacket.pdf>) or you may request and complete forms at the Department of Human Resources, [map](#).

You must turn in the completed forms in person along with your supporting documents at the Department of Human Resources.



Don't Leave Home Without Them!

### Bring

- Direct deposit bank account verification – voided check, letter from your bank, or card verifying the routing number and your account number
- Original acceptable documents, most commonly a passport, or driver's license/ID & social security card, or driver's license/ID & birth certificate . Review the [List of acceptable, original documents used to verify employment eligibility](#) on page 5

<http://www.olemiss.edu/depts/hr/students/studentemppacket.pdf>



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# Social Security Number

- **Students may begin work before obtaining a Social Security number, but must have the Social Security number before the first paycheck will be issued.**
- **Issued by the Social Security Administration to U.S. citizens and non-citizens who are work eligible.**
- **Used to report income to the U.S. government**



# Getting a Social Security Number

- Get a letter of support from Program sponsor
- Apply in person on **September 12th** from **9:00-12:00** or **1:00-3:00** in the **Martindale** 3<sup>rd</sup> floor boardroom. Bring the letter, your passport, I-94 and DS-2019.
- After September 12th, arrangements can be made in OIP for transportation to apply at the Social Security Administration office in Tupelo, MS (45 minute drive from the university)



## How will I be paid?

- All payments are made using Direct Deposit to your choice of:
  - Bursar Account
  - Bank Account



## When will I be paid?



- **Payments are issued on the 15<sup>th</sup> and on the last day of each month**
- **Human Resources must get a copy of your Social Security card before the first payment.**



## What about taxes?

- The Student Employment office will assist you in completing forms to determine whether taxes must be withheld from your paycheck.
- The applicability of taxes depends on visa type, length of stay in the U.S. and country of citizenship.
- Federal income tax forms must be filed yearly by all F and J students. They are due April 15<sup>th</sup> each year. Information will come out in the OIP newsletter during the tax filing period.



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# Future Work Options

- **Academic training- speak to your program sponsor about authorization**
  - **Allows for off-campus employment opportunities that are directly related to the program of study such as a summer internship**



# Questions?



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