

## Student Employment Frequently Asked Questions

### Questions:

I was just hired what do I need to do now?

I got a second job and was told to come to the OCE.

My supervisor said to come to the OCE to complete the paperwork.

### Answer:

Please complete the [Student Employment - New Hire Form](#).

### Questions:

How do I apply for a job?

### Answer:

Please complete the [2021-2022 Work Study Application](#).

Additionally, please email [Payroll@arcadia.edu](mailto:Payroll@arcadia.edu) if you have the following questions:

- I'd like to sign up for direct deposit.
- I'd like to change my address/banking information.
- I have a question about my paycheck/stub/W-2.
- I forgot to add hours to my timesheet.
- I didn't get paid/My paycheck doesn't look right.

If you have the following questions, please stop by the Office of Career Education during drop-in hours for student employment (Mondays 12 - 2 PM & Thursdays 9 - 11 AM), or schedule an appointment with our Associate Director for Student Employment in Handshake [here](#). Please select **Student Employment Question** as your appointment type in Handshake.

- I'd like to check to see if I'm eligible for Work-Study.
- I'd like to talk about my Work-Study options.
- I have a question about my allocation.
- I have a concern about my position/supervisor.
- I have a question about the Onboarding process/Onboarding Wizard
- I'd like to check on the status of my application.