

# Student Employment

## January 2012

### *Reporting Federal Work-Study Earnings on FAFSA*

In order to assist student employees in accurately reporting their federal work-study earnings on the FAFSA (Free Application for Federal Student Aid), we have provided the following instructions you can share with your FWS student (s).

1. Determine your 2011 calendar year (i.e., January 1, 2011 to December 31, 2011) FWS earnings. You can find paycheck information through J-Ess via [MyMadison](#) (Click on the EMPLOYEE tab!) or on your W-2 form provided by the JMU Office of Payroll Services. Employers mail W-2 forms to the home address in mid to late January.
2. Report all earnings from January 1, 2011 to December 31, 2011 in the adjusted gross income box of the FAFSA. Your AGI includes FWS earnings as well as any income from other jobs.
3. Another question on the FAFSA will ask you to report just your FWS earnings from January 1, 2011 to December 31, 2011. The earnings you report here will not count toward determining your financial aid eligibility.

**Note:** If you had **two or more jobs** at JMU during the 2011 calendar year, please contact the Student Work Experience Center to receive assistance with calculating your total FWS earnings.

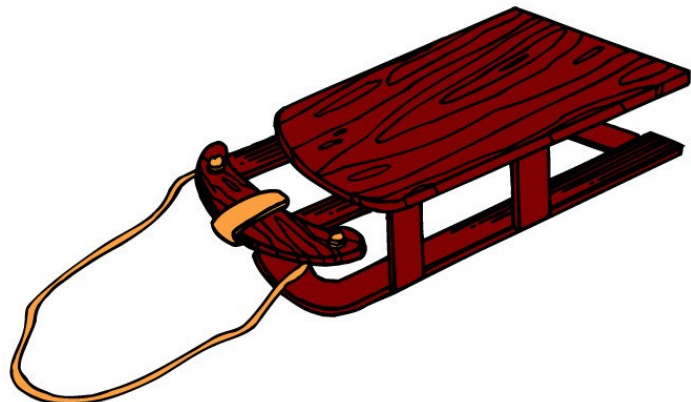
### *Review Your Department FWS Budget*

Please review your office budget to determine if you have enough federal work study money allocated to cover payroll expenditures through the spring semester OR if you anticipate having any unused FWS money at the end of the spring semester. Your department may have enough money to hire an additional student to assist with special projects or assignments for the spring.

Please contact Shea Tussing at 8-3269 with any questions.

### *SWEC PAR Deadlines:*

January 13<sup>th</sup> for the January 31<sup>st</sup> payday  
February 1<sup>st</sup> for the February 16<sup>th</sup> payday  
February 14<sup>th</sup> for the February 29<sup>th</sup> payday  
March 1<sup>st</sup> for the March 16<sup>th</sup> payday



### *W-2 Forms*

W-2s will be mailed to the students' **home address** in mid to late January. Students can verify their home address by logging into their J-Ess or [MyMadison](#) account. For questions regarding W-2s, please contact Payroll Services at (540) 568-6233 or [payroll-operations@jmu.edu](mailto:payroll-operations@jmu.edu)

### *Supervisor Training- "Student Employment Essentials"*

Get a head start and register for the spring 2012 training sessions to be held on these dates: February 14, March 13 and April 10. All sessions are from 3pm-4:30pm in the Wine-Price Building. Please visit [this link](#) for course topics and to register.

### *New W-4 Tax Form*

Effective January 1, 2012, IRS (Internal Revenue Service) released the revised W-4 Federal Withholding Certificate for 2012. All hiring paperwork for **NEW HIRES hired on or after January 1, 2012** will need to have this form completed. Any **rehire also hired on or after January 1, 2012 who has a lapse in service of six months or longer**, will also need to complete the new W-4 and VA-4. Forms can be found at: [http://www.jmu.edu/payroll/forms/fw4\\_12.pdf](http://www.jmu.edu/payroll/forms/fw4_12.pdf)

### *SAVE THE DATE: National Student Employment Appreciation Week*

**Student Employment Week** will be here before we know it!

**Please mark your calendars for this year's dates: April 9-15, 2012.**

This is an excellent time to show your appreciation to the student employees in your office.

Please visit our website at <http://www.jmu.edu/stuemploy/seaw.shtml> for more information and ideas on how to thank your students for a job well done!

### *Nominate Your Student for Student Employee of the Year*

Provide your most valuable student employees with an opportunity to receive a \$1,000 scholarship as the recipient of the JMU Student Employee of the Year Award. The JMU recipient of this award will also be submitted for regional and possibly national recognition for their contributions as a student employee.

For more details on the nomination requirements, visit our website: <http://www.jmu.edu/stuemploy/seoy.shtml>. **The deadline to nominate a student is close of business on February 17, 2012.**



### *Join the ListServ...*

Are you a member of the SWEC ListServ? This email group is our main form of communication to PAR originators and supervisors of student employees. If there has been a change in staff or know of anyone in your department who supervises students and does not receive these emails, please have them go to the link on our website to join the email group: [www.jmu.edu/stuemploy/sup\\_listserv.shtml](http://www.jmu.edu/stuemploy/sup_listserv.shtml)