



Student Employment: Supervisor Handbook

March 2025 Edition



MARYMOUNT

UNIVERSITY

published by the Office of Human Resources



Student Employment: Supervisor Handbook

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Student Employment: Supervisor Handbook

This Supervisor Handbook was created to provide general guidelines about Student Employment. Supervisors are expected to adhere to Marymount's Employee Policies and Procedures, in addition to this handbook. This Handbook highlights key employment policies and pertinent information for student worker supervisors.

STUDENT EMPLOYMENT AT MARYMOUNT

Types of Student Jobs

There are many opportunities for employment on campus for students. Students who work on campus fall into three (3) types of campus employment categories: (1) Federal Work Study; (2) Campus Employment; and (3) Graduate Assistantships. While applying does not guarantee a job, Marymount University is committed to working closely with students to assist them in their job search and addressing their employment needs.

Federal Work Study Program (FWS)

The Federal Work Study program is a government-sponsored program that enables students to work part-time to help meet the cost of their education. Every year, Marymount's Office of Financial Aid offers FWS to students who qualify based on many factors including (but not limited to) the amount of income reported on a student's Free Application for Federal Student Aid (FAFSA); the amount of grants, scholarships, and/or loans that are applied to a student's account; and the amount of funding that is available for the school to distribute.

FWS Eligibility

For a student to qualify for the FWS program, the student must meet the following criteria:

1. Demonstrated financial need as determined by a processed Free Application for Federal Student Aid (FAFSA) or Renewal FAFSA.
2. Enrolled or accepted for enrollment.
3. Maintained satisfactory academic progress according to financial aid policy.
4. Citizen or permanent resident of the United States.
5. Have a Social Security Number.
6. The student's position under the Federal Work Study program must be free from political involvement.

Regardless of whether a student is hired under the Federal Work-Study (FWS) program or Campus Employment, all students must meet minimum eligibility criteria. During the Fall or Spring semesters, student applicants must have authorization to work on campus in the U.S., must be registered for classes, and must be in good judicial standing.

Note: Students on academic probation at the time of application may not be eligible for employment. Special permission must be granted by the Dean of Students.



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Summer Employment

For summer employment, students must have been registered in the Spring prior to the summer AND must be registered for classes for the fall semester. If a student is graduating in August, then the student must have been registered in the spring prior to the summer for which they are applying to work and be registered for the remaining degree requirements to be completed during the summer session.

If the student meets the eligibility requirements listed above, they may work throughout the summer. **FWS may be applied for summer work on a limited basis. Please reach out to Financial Aid for more information.** All students, including international, may work 20+ hours during the summer.

FWS Awards

This award is an estimate of what a student may earn during the academic year, the money cannot be applied to university charges, and money earned from a FWS job is not applied to a student's account. Students who wish to use their FWS award must apply to and interview for available work study jobs; when they begin working on-campus, their FWS Award will be applied to their position after having signed their FWS contract with Financial Aid. Meanwhile, students who wish to decline the award must notify the Office of Financial Aid in writing. For more information, please call the Office of Financial Aid at 703-284-1530 or visit their website.

The Financial Aid staff does not necessarily look at whether a student has previously used FWS funds when determining future awards. Therefore, a student can choose to decline a FWS award one year and then be granted and accept a FWS award the following year. However, the reverse is also true: Students with a FWS award one year may not receive it the following year depending on the factors listed earlier.

Campus Employment

The Campus Employment program is a Marymount-funded program that enables undergraduate and graduate students to work part-time on campus regardless of financial need. Students without a FWS award are hired under this program. This may include grant-funded positions.

Federal Work Study vs. Campus Employment

Eligible students may be awarded FWS by the Financial Aid Office as appropriate. It is the supervisor's responsibility to monitor monthly earnings to ensure that the student does not exceed the total earnings limit. If the student exceeds the maximum award for the Fall or Spring semester, the employing department will be responsible for 100% of the student's earning beyond the authorized award. Unused federal work-study earnings cannot be carried from one employment period to the next.

Full-time students that are not eligible for FWS may be eligible for our campus employment program. Students will need a Social Security Number (SSN) once hired. International Students will be eligible under the campus employment program given they will provide an SSN. For information on how a student may obtain an SSN, please reach out the ISSS at (703) 526-6922 or visit their webpage.



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International Students

On Campus employment is available to all international students, including those who are in their first semester of study. The requirements for permission vary based on student visa type:

- Students on F-1 visas do not need to seek special permission to work on campus.
- Students on J-1 visas will need to seek special permission to work on campus before starting any on campus employment.

There are two (2) types of employment that count as on campus employment:

QUALIFIED EMPLOYMENT:

- On the school premises
 - Work that takes place at the school location and could be for an on-campus commercial business, like a cafeteria, as long as the work directly provides services for students.
- Educationally affiliated off-campus location
 - Work with an employer that is contractually affiliated with the school is on-campus employment including work sites not located on campus (Ex: research lab affiliated with the school).

UNQUALIFIED EMPLOYMENT:

- Employment located on-campus that does not directly involve services to students (such as construction work) does not qualify as on-campus employment.
- The Starbucks and Barnes and Nobles on campus is not valid on campus employment.

Hours Permitted

All international students can work no more than 20 hours per week during academic semesters (fall, spring, and summer if first or last semester of study). During official school breaks, such as summer break, winter break, and spring break students may work more than 20 hours per week.

Social Security Number (SSN)

Students who do not have an SSN will need to apply for an SSN. Students will need to take the following steps and work with the [International Student & Scholar Services](#).

Steps to apply for SSN

It can take an additional two (2) weeks to allow for students to obtain their SSN before they are able to start working. All International students should plan ahead. **Students cannot start working until they have received the SSN and completed an I-9 verification with HR.**

1. Request a wet signature* from the Hiring Department and ISSS on the SSN Support Letter.
2. Gather the required documents to take to the Social Security Administration:
 - From the Registrar: A copy of the class schedule
 - From the Registrar: Enrollment Verification
 - Social Security Letter from ISSS
 - Current I-20
 - Passport
 - Visa
 - From the Employer: Offer Letter stating the supervisor, nature of the job, including a wet signature*
 - I-94
 - Completed SS-5, Application for Social Security Card
3. Visit the [SSA location](#) in the area the student lives.



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4. Wait for the SSN card to arrive in the mail.

* A wet signature means the paper is signed by pen. The Social Security Administration will not accept digitally signed letters.

Grant-Funded Positions

Each semester Marymount receives financial assistance from external funding sources which provides assistance for student employment opportunities. Both undergraduate and graduate students are eligible, regardless for Federal Work Study eligibility. International students are eligible to be hired under grant-funded positions given they provide an SSN at the time of hire.

While using this financial assistance, it is the supervisor's responsibility to monitor monthly earnings to ensure that the student's do not exceed the total grant limit. If the student exceeds the maximum amount for the Fall or Spring semester, the employing department will be responsible for 100% of the student's earning beyond the authorized amount.

Managers who are using this type of funding are responsible for ensuring that the grant is added to a student's position once the student has been hired into the position by reaching out to Grants Accounting and filling out a Grant PAF form. For additional questions regarding grants or costing allocations, feel free to reach out to fs@marymount.edu.

Note: If the Grant PAF form is not submitted before the student begins working, but after they were hired, the expenses will be charged to the operating cost center.

Graduate Assistantships (GAs) and Graduate Student Workers (GSA)

The Graduate Assistantship program is available to eligible graduate students and offers students funding opportunities through tuition remission or hourly pay.

Graduate Assistants

Students hired through a GA position either through research, teaching, coaching, or athletics are eligible to receive an award ranging from 1/3 (3- credit), 2/3 (6-credit), or 3/3 (9-credit). Students may not receive more than 9- credits (3/3) combined and may not combine with other tuition remission programs. Students may not use Federal Work Study for GA positions.

Graduate Student Workers

Students hired as a Graduate Student Worker (GSW) are eligible to receive pay hourly pay. Graduate Student Workers are paid on a bi-weekly basis at a starting rate of \$18 per hour. Students may use their awarded Federal Work Study for Graduate Student Worker positions, but must follow FWS guidelines (refer to page 4). Payment cannot be applied to student financial account.

Note: In order to maximize the number of on-campus employment opportunities for as many students as possible, Graduate Assistants cannot work concurrently in a Campus Employment position.



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SUPERVISOR GUIDELINES

Overview

Supervisors are responsible for the recruitment, hiring, and management of the student employment process. Supervisors are expected to review their needs for student employment and plan accordingly. Day-to-day tasks for managers of student workers include: managing the recruitment/hiring of student workers in Workday, payment entries into Workday for stipend paid positions, end of semester Performance Evaluations (optional), and bi-weekly time card approvals.

Department Funding for Positions

Each year, prior to the academic term, the budget office will reach out to provide the departments allotted funds. Supervisors should work closely with the Budget Office to determine their budget for campus employment positions. All funding inquiries should be directed to The Controller's Office at fs@marymount.edu.

Student Onboarding and I-9 Verification Requirement

Completing the onboarding process and I-9 verification with Human Resources is a mandatory step before beginning employment. Supervisors are responsible for ensuring their student employees have completed all necessary documents and complete their I-9 verification with HR.

- Personal Information
- Home Contact Information
- Payment Election
- Preferred Name Change
- State & Federal Tax Election
- Emergency Contact
- ID Change
- Complete I-9 Form

All student employees must submit their required documents and complete the I-9 verification within three (3) business days of their start date. Failure to complete the I-9 verification within this timeframe will result in the suspension of employment until the necessary paperwork is finalized.

This policy ensures compliance with federal regulations and allows for a smooth transition into the student employee role. All questions should be directed to HR at HR@marymount.edu.

Hourly Rates

Each student employee is required to be paid the State of Virginia's minimum wage amount. However, Supervisors have the discretion to pay hourly wages above the minimum wage amount (if departmental budget permits).

For all Federal-Work Study student employee, the minimum wage amount is \$15.00 per hour. However, supervisors have the discretion to pay hourly wages above this amount.

The starting pay rate for all Graduate Student Workers is \$18.00 per hour. However, supervisors have the discretion to pay hourly wages above this amount.



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The goal is to be competitive, yet fair. Depending on your allocated budget for student employment, below is the recommended hourly wage guidelines for non-Federal Work Study student employees and Graduate Student Workers (as a reference only) for supervisor use:

Non-Work Study Student Employees		Graduate Student Worker	
Years @MU	Hourly Rate	Years @MU	Hourly Rate
0-1	12.00	0-2	18.00
1-3	13.00	2-3	19.00
3-4	14.00	3-4	20.00
4+	15.00	4+	21.00

Again, you're empowered to make your own decision based on the allocation of your budget. As you hire students, we want to remind everyone to be equitable with pay for your students.

Communication Outside of Working Hours

Supervisors are expected to maintain clear boundaries between work and personal time. As such, supervisors are not permitted to contact student employees outside of their designated working hours unless prior arrangements have been made and mutually agreed upon. This policy ensures a balanced work-life dynamic and respects students' personal time.

Student Working Locations

Student employees are required to perform their job duties on campus during their scheduled work hours. Working remotely from home or other off-campus locations is not permitted. This policy ensures that student employees are fully engaged in their roles and provides them with the opportunity to contribute to the campus community while maintaining a productive work environment.

Manager and Student Relationship

Student managers and student employees are expected to maintain a professional and respectful working relationship at all times. Clear communication, mutual respect, and a collaborative approach are essential for creating a positive and productive work environment. Student managers should lead by example, providing guidance and support while maintaining appropriate boundaries.

Student employees are expected to follow instructions, meet performance expectations, and demonstrate professionalism in all interactions. Both parties should work together to foster a respectful, inclusive, and productive atmosphere that supports both individual growth and team success.

Performance Concerns

If you have performance concerns about one of your student works, please reach out to your HR Business Partner for guidance.

Generally, to assist in these conversations, we suggest creating an expectations document for your student to clearly document their responsibilities. We also suggest addressing any concerns at the time they occur so real time feedback can be achieved with the student. If the student is continuing to miss



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expectations, your HR Business partner can help you determine how and what format this feedback can be given.

Terminations

Marymount has the right to terminate student employment at any time, without notice or cause. In the event of employee performance or conduct issues, we encourage supervisors to use progressive discipline where appropriate and circumstances allow (as described above).

End Assignment vs. Terminate

End Assignment

Once students have completed an assignment and will not be returning the following semester, hiring managers can “end assignment” in Workday. This task only applies to students who are working multiple jobs. Make sure that the job you are looking to end is marked as the “additional job” before completing the task. Please reach out to HR if you need assistance or have any questions.

Termination

If a student is graduating or planning on not returning to the university or position, hiring managers may “terminate” students in Workday. This task only applies to students who are working in one job. If they have multiple jobs, please use the “end assignment” task.

Performance Evaluations

Performance evaluations can be a positive and optional tool for student employees. At the end of each semester, supervisors should meet with their students to go over their performance in a more formal setting. Performance conversations should occur consistently while a student is employed, but having a set time to review expectations and what was achieved can be a valuable experience for both the student and the supervisor. This evaluation can provide the student with feedback so they can improve or maintain their overall performance.

The evaluation can assist you in the following way:

- Preparing goals for the upcoming semester
- Offer feedback on the past semester performance
- Identify strengths and weaknesses
- Documenting any performance concerns
- Planning for career development

Performance evaluations are highly encouraged but optional for students to assist in their growth and development. These reviews will be submitted to HR each semester.



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SUPERVISOR CHECKLIST

Prior to Hiring

- Create position in Workday
- Post position internally and on Student Job Board
- Review Candidates based on job knowledge and desired skills
- Set up interviews with the candidates and staff that will interact with the student
- Decline Students that will not be moved forward
- Move finalist into hiring process in Workday
- Call the student to offer the position, confirm start date, and answer any questions

Before the Student's First Day

- Enter stipend pay/Period Activity Pay (PAP) if necessary **see job aids in additional resources*
- Create training plan
- Identify a mentor or buddy
- Setup consistent schedule with the student
- Work with IT on any equipment needed or access to software
- Make sure student completes onboarding in Workday and comes to HR with documents for their I-9 form **see Appendix B*

On Student's First Day

- Send an email to introduce the student to the department
- Provide a tour of the workspace
- Provide any equipment
- Review the job description and key tasks
- Provide information on hours/schedule, remote work policy, dress code, expectations, customer service expectations, accountability, available resources
- Review and provide contact information for who will supervise the student and who they backup will be when the supervisor is out
- Provide a helpful contacts list

During Student's First Week

- Introduce the student personally to people they will work directly with and to mentor/buddy
- Train the student on how to enter time in timecard through Workday
- Review key tasks they need to accomplish as well as deadlines
- Review training plan with student
- Discuss sick policy and expectations for notification of a sick day
- Provide the payroll calendar to the student
- Review performance expectations

During the Student's First Month

- Provide feedback how the student is performing
- Review the job description and additional duties that may come up
- Complete training plan
- Make sure you are approving timecards bi-weekly



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At the End of the Semester

- Provide Student Performance Evaluation (optional)
- Review goals and adjust if goals are still incomplete
- Provide an opportunity for the student to discuss career development
- Discuss plans for next semester
- Confirm student's return date and schedule for next semester

If Student is Not Returning

- Terminate student in Workday **see job aids in additional resources*
- Post for a replacement (if needed)
- Close position if not rehiring
- Remove access to Software
- Collect equipment
- Provide contact information as personal reference for future use
- Complete an exit interview to ask student how their experience has been

ADDITIONAL RESOURCES

Student Employment Support Webpage

The following resources are found under the Human Resources Website on the Student Employment Support page. These resources guide you through the process of student employment in Workday as well as provide additional student employment information.

Student Manager Trainings

General trainings are offered by the HR team as an overview for supervisors to the Student Employment process. These trainings cover the process of student employment as well as expectations of the supervisor. **These recorded trainings are emailed directly to supervisors**

Workday Job Aids

Student employment is processed through Workday. HR has prepared multiple job aids to assist managers in the process of hiring, onboarding, paying, terminating, etc. a student worker in Workday.

Student Employment Guide

The student employment guide is an additional resource for student employment. This guide provides a general overview of student employment as well as information about the process, policies, and expectations of students.



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APPENDIX A: Payroll Schedule

The payroll schedule is managed by the payroll office. Please note the dates of timecard approvals and pay dates. Payroll inquires including tax questions, should be directed to: payroll@marymount.edu

Marymount University Payroll Calendar 2025

Payroll # of the Year	Payroll # of the Month	2024 Quarter	Pay Period		Time Entry Due (in Workday)		Pay Date		Holiday Reminders
			Start	End	Day	Date	Day	Date	
26	3	4th	12/15/24	12/28/24	Tuesday	12/31/24	Friday	1/10/25	December 24th: Christmas Eve December 25th: Christmas Day December 26th - December 31st: Winterbreak
1	1	1st	12/29/24	1/11/25	Tuesday	1/14/25	Friday	1/24/25	January 1st: New Year's Day
2	2	1st	1/12/25	1/25/25	Tuesday	1/28/25	Friday	2/7/25	January 20th: Martin Luther King Jr. Day
3	1	1st	1/26/25	2/8/25	Tuesday	2/11/25	Friday	2/21/25	
4	2	1st	2/9/25	2/22/24	Tuesday	2/25/24	Friday	3/7/24	
5	1	1st	2/23/25	3/8/25	Tuesday	3/11/25	Friday	3/21/25	
6	2	1st	3/9/25	3/22/25	Tuesday	3/25/25	Friday	4/4/25	
7	1	2nd	3/23/25	4/5/25	Tuesday	4/8/25	Friday	4/18/25	
8	2	2nd	4/6/25	4/19/25	Tuesday	4/22/25	Friday	5/2/25	April 18th: Good Friday
9	1	2nd	4/20/25	5/3/25	Tuesday	5/6/25	Friday	5/16/25	
10	2	2nd	5/4/25	5/17/25	Tuesday	5/20/25	Friday	5/30/25	
11	1	2nd	5/18/25	5/31/25	Tuesday	6/3/25	Friday	6/13/25	May 26th: Memorial Day
12	2	2nd	6/1/25	6/14/25	Tuesday	6/17/25	Friday	6/27/25	
13	3	2nd	6/15/25	6/28/25	Tuesday	7/1/25	Friday	7/11/25	June 19th: Juneteenth
14	1	3rd	6/29/25	7/12/25	Wednesday	7/15/25	Friday	7/25/25	July 4th: Independence Day
15	2	3rd	7/13/25	7/26/25	Tuesday	7/29/25	Friday	8/8/25	
16	1	3rd	7/27/25	8/9/25	Tuesday	8/12/25	Friday	8/22/25	
17	2	3rd	8/10/25	8/23/25	Tuesday	8/26/25	Friday	9/5/25	
18	1	3rd	8/24/25	9/6/25	Tuesday	9/9/25	Friday	9/19/25	September 1st: Labor Day
19	2	3rd	9/7/25	9/20/25	Tuesday	9/23/25	Friday	10/3/25	
20	1	4th	9/21/25	10/4/25	Tuesday	10/7/25	Friday	10/17/25	
21	2	4th	10/5/25	10/18/25	Tuesday	10/21/25	Friday	10/31/25	
22	1	4th	10/19/25	11/1/25	Tuesday	11/4/25	Friday	11/14/25	
23	2	4th	11/2/25	11/15/25	Tuesday	11/18/25	Friday	11/28/25	November 11th: Veterans Day
24	1	4th	11/16/25	11/29/25	Tuesday	12/2/25	Friday	12/12/25	November 27th: Thanksgiving November 28th: Day after Thanksgiving
25	2	4th	11/30/25	12/13/25	Tuesday	12/16/25	Friday	12/26/25	
26	3	4th	12/14/25	12/27/25	Tuesday	12/30/25	Friday	1/9/26	December 24th: Christmas Eve December 25th: Christmas Day December 26th - December 31st: Winterbreak
1	1	1st	12/28/25	1/10/26	Tuesday	1/13/26	Friday	1/23/26	January 1st: New Year's Day
2	2	1st	1/11/26	1/24/26	Tuesday	1/27/26	Friday	2/6/26	January 19th: Martin Luther King Jr Day



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APPENDIX B: Required Documentation for I-9 Form

All new employees are required by law to complete the I-9 Form, with Part I completed by the employee by the first day of employment; Part II completed by the employer within three (3) days of hire.

LISTS OF ACCEPTABLE DOCUMENTS

All documents containing an expiration date must be unexpired.

* Documents extended by the issuing authority are considered unexpired.

Employees may present one selection from List A or a

combination of one selection from List B and one selection from List C.

Examples of many of these documents appear in the Handbook for Employers (M-274).

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
<ol style="list-style-type: none"> U.S. Passport or U.S. Passport Card Permanent Resident Card or Alien Registration Receipt Card (Form I-551) Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa Employment Authorization Document that contains a photograph (Form I-766) For an individual temporarily authorized to work for a specific employer because of his or her status or parole: <ol style="list-style-type: none"> Foreign passport; and Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> The same name as the passport; and An endorsement of the individual's status or parole as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI 		<ol style="list-style-type: none"> Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address School ID card with a photograph Voter's registration card U.S. Military card or draft record Military dependent's ID card U.S. Coast Guard Merchant Mariner Card Native American tribal document Driver's license issued by a Canadian government authority <p>For persons under age 18 who are unable to present a document listed above:</p> <ol style="list-style-type: none"> School record or report card Clinic, doctor, or hospital record Day-care or nursery school record 		<ol style="list-style-type: none"> A Social Security Account Number card, unless the card includes one of the following restrictions: <ol style="list-style-type: none"> NOT VALID FOR EMPLOYMENT VALID FOR WORK ONLY WITH INS AUTHORIZATION VALID FOR WORK ONLY WITH DHS AUTHORIZATION Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240) Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal Native American tribal document U.S. Citizen ID Card (Form I-197) Identification Card for Use of Resident Citizen in the United States (Form I-179) Employment authorization document issued by the Department of Homeland Security For examples, see Section 7 and Section 13 of the M-274 on uscis.gov/i-9-central. The Form I-766, Employment Authorization Document, is a List A, Item Number 4, document, not a List C document.
<p>Acceptable Receipts</p> <p>May be presented in lieu of a document listed above for a temporary period. For receipt validity dates, see the M-274.</p>				
<ul style="list-style-type: none"> Receipt for a replacement of a lost, stolen, or damaged List A document. Form I-94 issued to a lawful permanent resident that contains an I-551 stamp and a photograph of the individual. Form I-94 with "RE" notation or refugee stamp issued to a refugee. 	OR	<ul style="list-style-type: none"> Receipt for a replacement of a lost, stolen, or damaged List B document. 		<ul style="list-style-type: none"> Receipt for a replacement of a lost, stolen, or damaged List C document.

*Refer to the Employment Authorization Extensions page on [I-9 Central](#) for more information.



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APPENDIX C: Key Student Employment Contacts

DEPARTMENT	ITEMS	CONTACT INFORMATION
Human Resources	Hire Process Offer Letters Authorized Work Letters	Jobs on Campus joc@marymount.edu Human Resources hr@marymount.edu
Financial Services	Budget Allocations Grants Costing Center Allocations	Carmen Ramos fs@marymount.edu
Financial Aid	Federal Work Study Financial Aid Awards	James Mauger jmauger@marymount.edu
Graduate Assistants	Graduate Assistant Jobs	Reach out to School Deans or hiring manager.
Internships	Paid Professional Internships Non-Paid Professional Internships	Center for Career Development BALL 2050 – Ballston Campus careerdev@marymount.edu (703) 284-5960
Payroll Office	Paycheck Inquiries Taxes Time Entry	Kristina Deemark Max McNeil payroll@marymount.edu
International & Scholar Student Services	International Student Work Requirements	Rowley 1004 – Main Campus isss@marymount.edu (703) 526-6922