

Penn Student Frequently Asked Questions (FAQs)

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CLEARANCES

I am a Nursing student who has already completed my clearances through Penn Nursing. Do I need to redo my clearances with Netter?

If you are an unpaid volunteer with Netter, you do not need to redo your clearances. You can reach out to Nursing's compliance office to request that a copy of your clearances be sent to the Netter Center. <https://www.nursing.upenn.edu/student-services/clinical-compliance/>

If you are paid employee with Netter, you will need to redo your PA Child Abuse and PA Criminal History Search for employment level. Please attend office hours. Your FBI fingerprint record remains valid.

I am an international student employed by the Netter Center. I am currently waiting for my SSN, so I cannot be processed for clearances yet. Does this mean I cannot work during this time?

You can work as long as you are not interacting with minors. Some activities you can do include research, curriculum development, planning with staff, and engaging with parents. Once you have received your SSN and complete the clearance process, you can begin working directly with minors.

I am only interacting with minors ONCE this semester. Do I need clearances?

No. If you are only interacting with minors ONE TIME in a semester, you do not need to go through the clearance process. However, anyone interacting with minors MORE THAN ONCE will need to complete all four clearances.

Have more questions about CLEARANCES? See these resources:

- [Netter Center Clearances page](#)
 - [Penn Human Resources Webpage](#)
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EMPLOYMENT

How do I know if I have work-study?

Current students can view their financial aid award and the status of their financial aid application on Path@Penn under Financial Services → My Financial Aid. If your application is incomplete, you can review a list of missing documents.

Can I apply for work-study?

Yes, you can fill out an [application for financial aid](#). Work-study is a component of most financial aid packages.

What happens if my work-study award runs out?

First, submit a request for a work-study award increase:

<https://srfs.upenn.edu/financial-aid/forms>. If it is approved, but is exhausted again, or if the request is denied, please contact your Netter supervisor for support.

How do I log my hours on Workday?

You should enter your hours worked each week by Sunday using the “Time” application in Workday. If you have hours from prior weeks that need to be submitted, you can use the “Time” app to go back to older timesheets (up to 6 weeks) to enter time. Once your time is entered for the week, you need to also submit the time for approval (not just save).

Here is the tip sheet for entering time:

https://www.workday.upenn.edu/docs/default-source/tip-sheets/self-service-enter-edit-and-delete-time.pdf?sfvrsn=cd8856_46

I forgot to log my hours for last week. Can I backlog my hours?

Yes! Workday timesheets close for payroll processing Monday to Wednesday midday, but it will reopen Wednesday afternoon to allow you to backlog hours worked, up to 6 weeks ago.

If I am a student employee at Netter and also taking a course that involves community engagement, can I apply my work at Netter to the course?

You are not allowed to “double dip,” i.e. receive both academic credit and payment for the same work. However, any extra hours you work beyond the class requirements can be paid.

In what circumstances can I NOT be paid?

A student cannot be paid for lunch, holidays, sick time, and other time off, or for receiving instruction in the classroom, laboratory, or other academic setting.

Are my wages taxed?

Yes. Wages are subject to the same federal, state, and local income taxes as any other earned income.

International students have the same taxes withheld that United States students do. Students that are from a country that has a tax treaty with the United States may be able to claim a refund

of the taxes withheld when they file their yearly income tax returns. If you have any questions regarding taxation, please go to the Payroll Tax Office, Room 310 of the Franklin Building, 3451 Walnut Street. The service window hours are Monday through Friday, from 10:00am to 2:00pm.

Where can I find a copy of my Form W-2?

Form W-2 is available electronically in Workday@Penn. The W-2 is available for the current tax year, and the two previous tax years on the [ADP website](#). For copies of W-2 for tax years earlier than those available in Workday or ADP, please contact the Penn Employee Solution Center at solutioncenter@upenn.edu.

How many jobs can I have?

While it is preferred that a student have one job, we recognize the need for a student to work an adequate number of hours per week (within established limits) in order to cover personal expenses. A student's number one priority is academic achievement.

How many hours a week can I work?

When classes are in session, students (full-time or part-time) can work a maximum of 20 hours per week.

When classes are officially not in session, U.S. students (full-time or part-time) can work a maximum of 40 hours per week. During school breaks (Thanksgiving, Winter, and Spring), F-1 students may work full-time, up to a maximum of 40 hours per week.

A student is required to take an unpaid break or lunch of at least one-half hour after five consecutive hours of work.

I am a part-time student. Can I work over 20 hours a week?

No. Part-time students are also restricted to a maximum of 20 hours a week.

Where do I find my offer letter in Workday?

Go to "Personal Information," then "Worker Documents."

Have more questions about EMPLOYMENT? See these resources:

- [On General Student Employment \(FAQs\)](#)
- [For Federal Work-Study Students](#)
- [For Non-Work Study Students](#)
- [For International Work-Study Students](#)
- [Financial Aid Forms](#)