

LONGWOOD
UNIVERSITY
DINING SERVICES

Longwood Dining Services Student Work Study

Chris Cheatham, Longwood Dining Services Student Program Manager

Dorrill Dining Hall · 201 High Street · Farmville, VA 23909

Cheatham-Christopher@Aramark.com · 434-395-2149

Dear New Student Employee,

We are pleased that you will be attending Longwood University in the fall. Incoming freshmen who are interested in working on campus are required to work in Longwood Dining Services during their first year. After fulfilling this “First Year Requirement” students may seek positions in other areas of interest.

As a freshman awarded federal work study by Financial Aid, your assignment will be in the dining hall as indicated on your award notification. If you do not wish to work during your first semester, please notify the Financial Aid Office and the Longwood Dining Services Student Program Manager as soon as possible.

As an employee of the University, you will be among a select group of students who will be arriving on campus August 18, 2015. By arriving early, you will have the advantage of moving in to your residence hall before other students. This will also allow you to attend training sessions prior to beginning work.

Please note: You must complete the entire training program with Longwood Dining Services or Longwood Residential & Commuter Life will bill you \$75 per night for each night you moved in before the traditional freshman move-in day.

You must reserve your space in the Longwood Dining Services Work Study Program and to move-in early.

Communication will solely be with your Longwood student email.

Longwood Dining Services does not have access to personal (non-Longwood) email addresses.

- Please reserve your space with Mr. Chris Cheatham (Cheatham-Christopher@Aramark.com) by August 1, by sending an email, with your Longwood student email, regarding your intent to work in the Longwood Dining Services Student Program and to move-in early for training purposes.
- In your email, please specify your Unisex Polo Shirt Size (\$16, required) and specify if you would like a Longwood Dining Services Baseball Cap (optional, \$10).
*You will pay for your uniform polo shirt and your hat, if you ordered one, with cash or check at check-in. Your uniform will consist of tennis shoes, jeans, an issued polo shirt, and a hat. You are required to wear a hat when working. You may bring your own hat with you or you may order one through Longwood Dining Services. **It is highly recommended that you either bring with you or look into purchasing non-slip shoes to wear at work.***

If you are interested in the Longwood Dining Services Student Work Study program but unable to report on August 18th and/or attend the Mandatory Training Program, please notify Chris Cheatham by August 1, 2015.

Before you can begin work, there are forms which you must complete and submit to Mr. Chris Cheatham, Longwood Dining Services Student Program Manager. You can mail or email them, see contact information above, in advance or bring them completed with you to Check-In on August 18, 2015.

This letter will also be emailed to you in electronic form. You may view the electronic copy to click directly on the links in this letter.

The forms required for hiring can be printed from the Academic & Career Advising Center website:

http://www.longwood.edu/career/student_employment/StudentHiringProcedures.htm

- **U.S. Department of Homeland Security Employment Eligibility Verification Form I-9.**
Provide a document that establishes identity (*with photo*) and one that establishes employment authorization. (*See lists of acceptable documents provided with I-9 Form and instructions.*)
- **W-4 Federal Tax Withholding Form** (*also complete either line 5 or line 7 as applicable*), don't forget to sign.
- **VA-4 State Tax Withholding Form** (*also complete line 1(a) or line 3 as applicable*), don't forget to sign.
- **SOCIAL SECURITY CARD – MANDATORY – no exceptions** – Card must be signed and cannot be laminated. Receipts from SSA will not be accepted. *This is for payroll purposes and you will not be allowed to work without this.*
- **Direct Deposit Authorization** (*with voided check attached or bank representative signature.*) Be sure to sign the form authorizing the transaction. **ALL** student workers are paid by direct deposit.
- **Employment/Payroll Authorization Form** (*Fall & Spring*) all information in the student section (*except PMIS ID*) must be provided; including Race, Sex, and Date of Birth.
- **Security Awareness Agreement** – only the agreement form; keep policy for your records (*Chris Cheatham will be your supervisor*).

All documents/forms can be mailed or emailed to Mr. Chris Cheatham, see mailing address above, in advance with the exception of your social security card. **You can also turn in your paperwork during Orientation and Registration where Mr. Cheatham will be tabling at the dining hall.** Please bring your social security card with you to check-in, we will photocopy it and return the original to you immediately. These forms and I.D.'s are necessary for you to begin working and for payroll purposes. You will not be allowed to attend training or begin working without receipt and approval of these hiring documents. Failure to complete the required hiring documents will significantly delay your ability to attend training or begin working.

IMPORTANT: It is your responsibility to monitor your Longwood Student Email.

All communication for the Longwood Dining Services Student Work Study Program will be via your Longwood Student Email.

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Training and Move-in Instructions

Tuesday, August 18, 2015

1pm – 5pm **Check-in, Lee Grand Dining Room – Dorrell Dining Hall**

- Bring all required hiring documents with you if not submitted previously. Staff will be available to assist with the completion of these forms and answer questions you may have at this time.
- Purchase your Longwood Dining Services uniform shirt at a cost of \$16.00
- You are required to wear a baseball cap while working, so you may want to bring one with you, or you may purchase a Longwood Dining Services baseball cap for \$10.00 (must order in advance).

You will not be allowed to move in to your residence hall or attend training until ALL paperwork has been completed for your position in the Longwood Dining Services Student Work Study Program.

2pm – 5pm **Designated move-in time** (You MUST check-in in the Dining Hall before moving into your residence hall)

5pm **Dinner – Please visit either cashier stand in Dorrell Dining Hall**

- Students may use their meal plan
- Parents and guests are invited to join their student. The cost is \$6, per person.

6pm **Welcome Presentation for Students, Parents, and Guests**
Lee Grand Dining Room – Dorrell Dining Hall

8pm **Student Program Evening Activity, Location TBD**

Wednesday, August 19, 2015

8am **Mandatory Training**

Please report to the Lee Grand Dining Room – Dorrell Dining Hall no later than 8am

Before you begin working, please review:

- Policies / Procedures / Payroll Information regarding student employment: http://www.longwood.edu/career/student_employment/Students.htm
- Enclosed brochure for information on the work program and your rights and responsibilities. Please pay close attention to the guidelines and instructions. You may obtain additional information regarding student employment from the Academic & Career Advising Center web site.