Federal Work-Study Training Guide: Part 1

Office of Scholarships & Student Aid
University of North Carolina at Chapel Hill

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Federal Work-Study Program (FWS):

- FWS is a Title IV financial aid program that provides part-time employment opportunities to students who demonstrate financial need

- Students must apply for FWS by submitting a Free Application for Federal Student Aid (FAFSA)

- Students are notified of their FWS eligibility as part of their year-specific financial aid package

- Only those students who have been awarded FWS may participate in FWS employment opportunities

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Federal Work-Study Program (FWS):

- Employment can be on-campus (with offices, departments, professional schools, auxiliary services) or off-campus with approved non-profit community service agencies

- All FWS positions must receive approval by the Office of Scholarships and Student Aid (OSSA) and be posted to the online jobs database

- Positions must provide students with the opportunity to develop and expand professional skill sets and should correspond with academic and career-related interests

Federal Work-Study Program (FWS):

- FWS is awarded on an annual basis, therefore, students must reapply and qualify every year

- FWS helps defray the cost of higher education by enabling students to earn a steady paycheck and reduce/minimize loan debt

- FWS helps you gain valuable work experience, build your resume, and establish references

- FWS award amounts may be revised/reduced (due to a student receiving additional funding) at which time students/employers will be notified

Federal Work-Study Program (FWS):

- Students are assigned an hourly wage rate set by the employer and are paid on a biweekly basis via direct deposit to their designated bank account (FWS funds <u>do</u> <u>not</u> transfer to the UNC Cashier's Office)

- Students are provided a maximum FWS award amount – earnings must not exceed this amount during the enrollment period

- Earnings that exceed the maximum award amount become the responsibility of both the hiring department <u>and</u> the student employee

Administration Guidelines:

- Students may only work during periods of 'active enrollment':

Fall Semester	Work may begin on/after the first day of fall classes and must stop on/before the last day of fall exams
Winter Break	Work is NOT permitted between semesters
Spring Semester	Work may resume on/after the first day of spring classes and must stop on/before the last day of spring exams
Summer Terms	Funding is NOT available for Summer FWS
Student Breaks	Students may work during Fall Break and/or Spring Break
University Holidays	Work is NOT permitted during university holidays (Thanksgiving, New Year's, Labor Day, etc.)

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Administration Guidelines:

- Students may hold only one FWS position at a time (other non-FWS employment is fine)

- Students are part-time employees and are not permitted to work more than 20 hours per week (most work on average 10-12 hours per week)

- Studying is strictly prohibited while on the job – FWS is <u>not</u> a form of paid study time

- Driving is not permissible as part of the job – this includes state vehicles and personal vehicles

- Students are not permitted to work remotely – designated work space/schedule is required

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Administration Guidelines:

- OSSA has established a Job Classification System (JCS) to assist with determining equitable compensation based on job requirements

- The JCS differentiates among skill level, ability, and prior work experience, and also recognizes the wide array of job responsibilities

- The JCS permits supervisors to equitably classify students based on the level of complexity of the job and qualifications of the individual student

Administration Guidelines:

- 2015-2016 Academic Year Pay Structure

- Supervisors designate Wage Range when creating the FWS Job Description

- Supervisors designate Hourly Wage Rate upon hiring the FWS employee

Pay Level	Wage Range	Midpoint Wage
Level 1	$7.25 - $8.30	$7.77
Level 2	$8.30 - $10.05	$9.17
Level 3	$10.05 – $11.80	$10.92
Level 4	$11.80 - $13.55	$12.67

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Administration Guidelines:

- **Level 1 ($7.25-$8.30):** No experience or previous training required. Positions that perform routine tasks with minimal responsibility. Where applicable, positions may require demonstrated ability to successfully interact with the public. Student employee works in a well-supervised setting.

- **Level 2 ($8.30-$10.05):** Little or moderate experience, technical knowledge, or previous training is necessary. Special instruction may be necessary for some aspects of these positions. Student employee must demonstrate the ability to learn new tasks and work independently with moderate supervision.

Administration Guidelines:

- **Level 3 ($10.05-$11.80):** Moderate to substantial experience, technical knowledge, or previous training or certification is necessary. Student employee must possess a high level of competency with a specialized skill, and readily demonstrate the use of independent judgment, decision-making ability, and to work responsibly with little or no direct supervision. Previous work experience at a lower level within the same department may be required.

- **Level 4 ($11.80-$13.55):** In addition to the qualifications and scope associated with Level 3, these positions require an individual who possesses substantial experience, advanced technical knowledge, and previous training or certification. The student may be expected to manage research, analyses, publications, instruction, or other special projects or activities of significant scope.

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Administration Guidelines:

Required payroll forms include:
- NC-4 (provided by hiring department), W-4 (provided by hiring department), Direct Deposit (provided by hiring department), and I-9 Employment Eligibility Verification (student must provide appropriate identification documentation):

U.S. Passport or **Permanent Resident Card**
(OR)
U.S. Birth Certificate or **Social Security Card** **AND**
Driver's License or **Student Photo I.D**.
Please note that official/original documents are REQUIRED – photocopies, scanned images, attachments are **NOT** accepted

Administration Guidelines:

- All FWS employees and supervisors are required to use the Kronos Time Information Management (TIM) System to track work hours

- FWS students must complete Computer-Based Training (CBT) for "Time Stamp Student and Temp Employees" on the first day of work

- CBT is available at the following web address:

http://www.unc.edu/finance/fd/c/pr/tim/cbt/time_stamp/time_stamp.htm

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Administration Guidelines:

- FWS students ('employee' in TIM) & supervisors ('manager' in TIM) are required to approve work hours on a biweekly basis before the department TIM Administrator performs the final sign-off

Please be advised that it is unlawful to falsify work hours. Any student found to have carried out such actions will be terminated immediately and reported to the appropriate authorities as well as to the Honor Court for violating the UNC Honor Code

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FWS Student Responsibilities:

FWS students are responsible for conducting themselves in a professional manner, including:

- (1) establishing a work schedule, (2) reporting to work on time, (3) completing tasks as assigned, (4) notifying the supervisor of absence (illness, family emergency, or a valid academic-related event such as office hours, advising appointment, group work, etc.)

- FWS students are prohibited from studying on the job and should refrain from personal calls, texts, e-mails, & social media updates

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FWS Student Responsibilities:

- It is important to recognize that this is a real job

- As a work-study student, you are entering into an employment relationship with your supervisor as well as UNC-Chapel Hill

- As a university employee, it is expected that you will make every effort to meet the demands of your job and uphold the principles of Carolina

- With that being said, supervisors understand that academics come first and are willing to work with you around your schedule as long as you clearly communicate your needs

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Your Supervisor's Responsibilities:

- Ensure that FWS students do not engage in work before the hiring/payroll process is complete
- Must set an appointment for the FWS student to meet with the dept. HR Rep. for payroll purposes
- Must be available for supervision and instructions
- Provide training sufficient to accomplish the job requirements and provide training materials
- Ensure that required university training (FERPA, HIPAA, confidentiality clauses, etc.) is completed
- Make job expectations and departmental requirements clear
- Provide periodic feedback about job performance

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Your Supervisor's Responsibilities:

- Consider the student a bona fide staff member
- Encourage open and honest communication with the FWS student
- Keep accurate records of all hours worked by the FWS student and ensure overages do not occur
- Verify that the FWS job will not replace an existing position or employee paid with departmental funds
- Not discriminate on the basis of race, color, gender, national origin, age, religion, creed, disability, veteran status, sexual orientation, gender identity, and gender expression

JobX: The Job Advertising System for Federal Work-Study Positions
Part 2

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University of North Carolina at Chapel Hill

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Benefits for Work-Study Students:

- Quick Search/Advanced Search capabilities for finding open work-study positions

- Automated notifications about when jobs that match your interests/criteria are posted

- Online application for work-study employment

- Elimination of the Job Assignment Form (JAF)

- Job search skills development

JobX Training Tutorial:
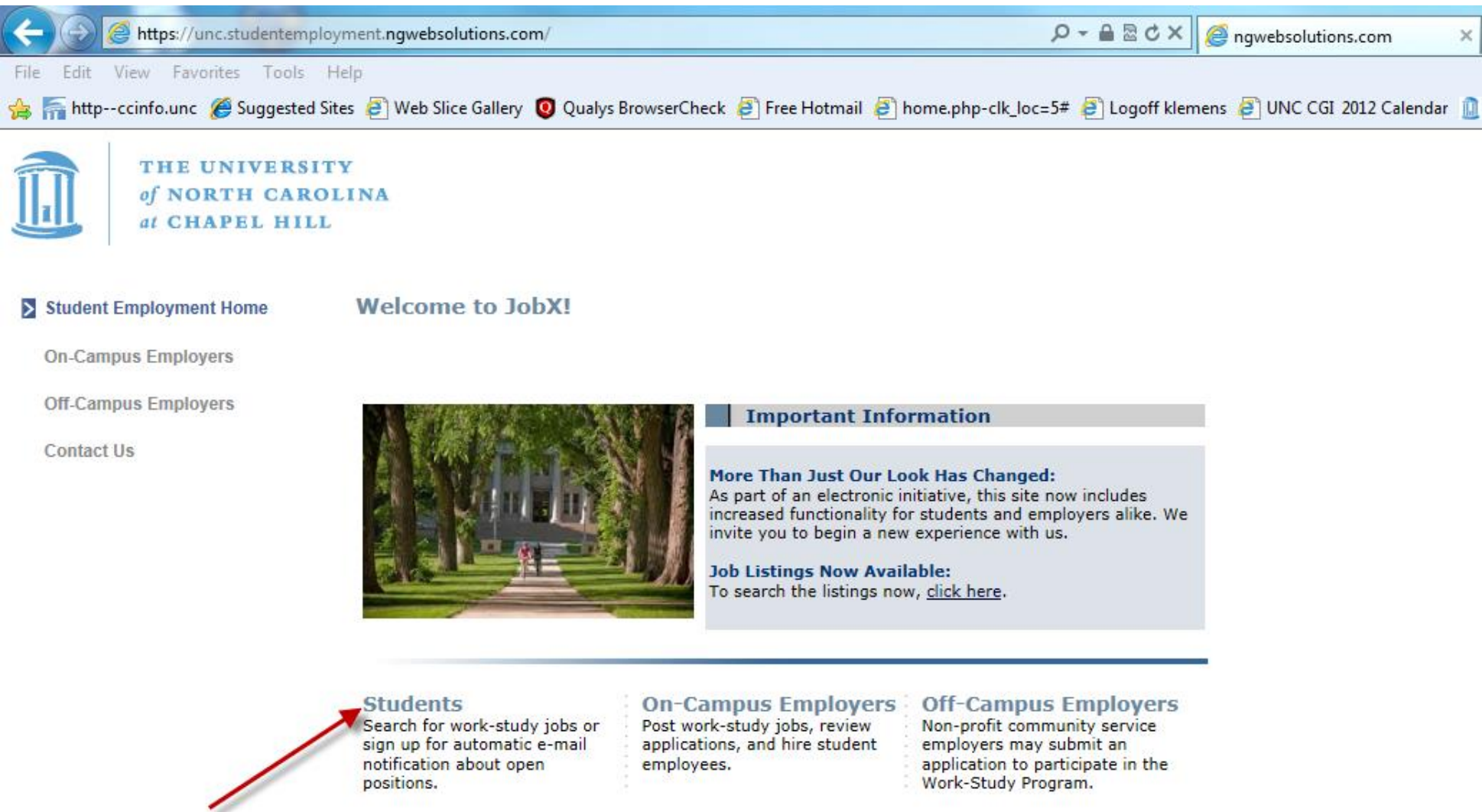
- How to search for open positions

- How to apply for open positions

- How to set up JobMail notifications

- How to accept an offer of employment and complete the payroll process

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How to search for open positions:

Go to: https://unc.studentemployment.ngwebsolutions.com. Please click the "Students" link displayed on the main screen.

Click on the "Find a Job" Link to search for open positions.

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Student Employment
Home

My Dashboard

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STUDENTS

Student Employment Information

Student Training Presentation
Click here to review a customized training PowerPoint on how to apply for jobs and set up JobMail.

Student Employment Tools

🔍 **Find a Job**

Conduct either quick or advanced searches for available jobs. Submit an online job application!

☑ **Manage JobMail**

Be the first to know when jobs matching your criteria become available.

Student Dashboard
Click here to review jobs you've recently applied for and to update your JobMail Subscription.

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Click the specific 'Quick Search' feature you would like to utilize to find a job. Otherwise, click 'Advanced Search' to define your own search criteria.

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Find A Job

ⓘ

Help

Choose a Search type

Choose from the quick search options below or click on the "Advanced Search". If your school uses funding sources, your funding source selection(s) will filter results in either type of search. To change your funding source selection, click Update Funding Source Choices.

[Run a New Search]

🔍 Quick Search   Advanced Search   ←

Select a quick search.

Off Campus Community Service Jobs	Show All Active Jobs
Most Hours per Week	25 Most Recently Posted Jobs
Fewest Hours per Week	Jobs by Department
On Campus Jobs	Off Campus Tutor Jobs
Wage Level One Jobs	Wage Level Two Jobs
Wage Level Three Jobs	Wage Level Four Jobs
On Campus Community Service Jobs	

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How to apply for open positions:

1. Please click the box next to each job for which you would like to apply. Be aware that you may only apply to three (3) positions at a time.
2. Next, please click the "Apply for selected jobs" button.

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🛟 **Help**

Please select one or more jobs you wish to apply for by clicking the check box next to the job(s), then click the "Apply" button. If a job doesn't accept online applications, a red "X" will be presented next to the job title and you will need to contact the employer(s) directly.

If you wish to only view jobs that accept online applications, please click here.

[Run a New Search]

📝 Apply for selected jobs

On Campus Jobs

Show All ▼ results per page

Total Rows: **457**   Prev Next

☐ **Job Title:** Lab Assistant

Wage: $10.05/hr to $11.80/hr
Openings: 1

Hours: 8 to 10 hours / week

Employer: Comprehensive Cancer Center
Listed: 05/28/2014
Category: Laboratory

🔍

☑ **Job Title:** Research & Office Assistant

Wage: $10.05/hr to $11.80/hr
Openings: 2

Hours: 10 / week

Employer: Ofc of International Affairs
Listed: 05/28/2014
Category: Miscellaneous / Other

🔍

☐ **Job Title:** IT Helpdesk Student Apprentice

Wage: $10.05/hr to $11.80/hr
Openings: 4

Hours: 10 to 15 hours / week

Employer: Kenan-Flagler Business School
Listed: 05/28/2014
Category: Technology

🔍

☑ **Job Title:** Office Assistant

Wage: $8.30/hr to $10.05/hr
Openings: 2

Hours: 10 to 12 hours / week

Employer: Clinical Services
Listed: 05/27/2014
Category: Clerical

🔍

Only students who have been awarded Federal Work-Study as part of their Financial Aid Award are permitted to apply for work-study positions. In order for us to verify your eligibility, please log in using your UNC ONYEN and password.

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Single Sign-On

Onyen -or- UNC Guest ID:

Forgot Username:
Onyen | UNC Guest ID

Password:

Forgot Password:
Onyen | UNC Guest ID

Sign in

Learn more about:
Onyen | UNC Guest ID

⚠ **IMPORTANT:** To protect your personal information, you must close every instance of this browser that is open on your computer when you log out.

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1. Fill out the application – note that any field with a red asterisk is required and must be completed before your application can be submitted.
2. To upload a resume for the hiring supervisor to review, browse to that file on your computer and click 'Open'
3. Once complete, please click the 'Submit' button to officially apply for the job.

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Find a Job

My Dashboard

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Apply To Job

ⓘ

🛟 **Help**

Please complete the application below, then click the "Submit" button to apply for this job. A red asterisk will appear next to fields that are required but have not been entered.

Review this application carefully before you submit it. You will not have an opportunity to revise your answers once they are submitted.

You are applying for the following jobs:

📝 Clerical III
📝 Test Off Campus Tutor Jobs - 032414
📝 Test On Campus Job - 032414

General		
First name	Roy	*
Middle name	a	
Last name	Rogers1	*
Student PID Number	111111111	*
Email (You must enter your UNC institutional e-mail address.)	royrogers1@ngwebsolutions.com	* (re-enter to confirm)
Year in School	Please select ∨	*
Intended Major		

Prior Work/Volunteer Experience		
Resume		Browse...

If you would like to print the applications you have submitted, simply click the printer icon next to the particular job listing. Otherwise, you can view your submitted information online by clicking on the magnifying glass icon.

User Dashboard

✓ **Congratulations, you have successfully submitted an application. Please review your submitted application(s) below.**

Application Information [+/-]

Job Id	Job Title	Employer	Status	Application Date	Job Openings	Details	Print
4262	Clerical III	STUDENT EMPLOYMENT	Submitted	4/3/2014	5	🔍	🖨
4260	Test Off Campus Tutor Jobs - 032414	Test Off Campus Tutor Employer	Submitted	4/3/2014	1	🔍	🖨
4258	Test On Campus Job - 032414	STUDENT EMPLOYMENT	Submitted	4/3/2014	1	🔍	🖨
4262	Clerical III	STUDENT EMPLOYMENT	Submitted	4/3/2014	5	🔍	🖨
4258	Test On Campus Job - 032414	STUDENT EMPLOYMENT	Submitted	3/25/2014	1	🔍	🖨
4259	Test On Campus Community Service - 032414	STUDENT EMPLOYMENT	Submitted	3/25/2014	3	🔍	🖨
4260	Test Off Campus Tutor Jobs - 032414	Test Off Campus Tutor Employer	Submitted	3/25/2014	1	🔍	🖨
4261	Test Off Campus Community Service Job - 032414	Test Off Campus Community Service Employer	Submitted	3/25/2014	2	🔍	🖨

JobMail Information [+/-]

The JobMail system sends email to you when jobs of interest are posted. Add and edit your JobMail subscriptions below to determine what jobs you will receive JobMail about.

On-Campus «?»	[Add New Subscription]
There are no subscriptions for this job type.	
Off-Campus Tutor «?»	[Add New Subscription]
There are no subscriptions for this job type.	
Off-Campus Community Service «?»	[Add New Subscription]
There are no subscriptions for this job type.	

When you are finished, you can either navigate back to the main page by clicking the "Student Employment Home" or you can end your session by clicking on the "Log Out" button at the bottom of that navigation list.

Student Employment Home

Students

Log Out

User Dashboard

✓ **Congratulations, you have successfully submitted an application. Please review your submitted application(s) below.**

Application Information [+/-]

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4259	Test On Campus Community Service - 032414	STUDENT EMPLOYMENT	Submitted	3/25/2014	3	🔍	🖨
4260	Test Off Campus Tutor Jobs - 032414	Test Off Campus Tutor Employer	Submitted	3/25/2014	1	🔍	🖨
4261	Test Off Campus Community Service Job - 032414	Test Off Campus Community Service Employer	Submitted	3/25/2014	2	🔍	🖨

JobMail Information [+/-]

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On-Campus «?»	[Add New Subscription]
There are no subscriptions for this job type.	

Off-Campus Tutor «?»	[Add New Subscription]
There are no subscriptions for this job type.	

Off-Campus Community Service «?»	[Add New Subscription]
There are no subscriptions for this job type.	

How to set up your JobMail Subscription:

(Optional)

What is JobMail?

JobMail is a system that notifies you automatically by e-mail when jobs of interest to you are posted.

To enable JobMail, you must complete a JobMail subscription defining what types of jobs interest you. Once you've updated your subscription, if any attribute of a new job being listed matches your subscription attributes, you will receive e-mail from the system. This e-mail will provide all the necessary details about the job so you can proactively apply for the job, if interested.

Although most supervisors opt to have their listing included in the JobMail feature, not all supervisors elect to do so. Know that when you set your subscription attributes, there may still be jobs on the site that match your interest but are not included in your e-mail notification.

1. Click the "My Dashboard" link to configure your JobMail Subscription.
2. Click the "Add New Subscriptions" link next to each Job Type (On-Campus, Off-Campus Tutor, On-Campus Community Service, Off-Campus Community Service) in which you have interest.

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Find a Job

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Application Information [+/-]

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JobMail Information [+/-]

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On-Campus «?»	[Add New Subscription]
There are no subscriptions for this job type.	
Off-Campus Tutor «?»	[Add New Subscription]
There are no subscriptions for this job type.	
Off-Campus Community Service «?»	[Add New Subscription]
There are no subscriptions for this job type.	

1. Click "View/Modify" to add preferences for each Job Type criterion.
2. You may set criteria for Employers, Job Categories, and Time Frame.

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User Dashboard

Application Information [+/-]

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JobMail Information [+/-]

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On-Campus «?»		[Add New Subscription]
Subscription1		[Delete Subscription]
» Employer	0 selected	[View/Modify]
» Category	0 selected	[View/Modify]
» Time Frame	0 selected	[View/Modify]

Off-Campus Tutor «?»		[Add New Subscription]
Subscription1		[Delete Subscription]
» Employer	0 selected	[View/Modify]
» Category	0 selected	[View/Modify]
» Time Frame	0 selected	[View/Modify]

Off-Campus Community Service «?»		[Add New Subscription]
Subscription1		[Delete Subscription]
» Employer	0 selected	[View/Modify]
» Category	0 selected	[View/Modify]
» Time Frame	0 selected	[View/Modify]
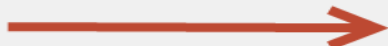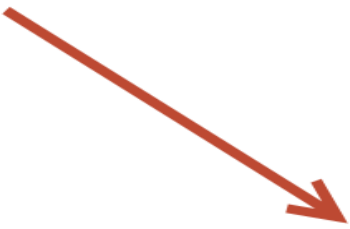
1. Click "add" next to each item you wish to add to your JobMail Subscription.

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Log Out

User Dashboard

Application Information [+/-]

Job Id	Job Title	Employer	Status	Application Date	Job Openings	Details	Print
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4261	Test Off Campus Community Service Job - 032414	Test Off Campus Commu... Employer					

JobMail Information [+/-]

The JobMail system sends email to you when jobs of interest are posted. Add a...
receive JobMail about.

On-Campus «?»	
Subscription1	
» Employer	0 selected
» Category	0 selected
» Time Frame	0 selected

Off-Campus Tutor «?»	
Subscription1	

Choose Employer(s)　　　　　　　　　　　　　　⊠

Selected Items　　　　　　　　　　　　　　　　　[Remove All]

None selected

Available Items　　　　　　　　　　　　　　　　[Add All]

Academic Advising	[add]
Academic Affairs Library	[add] ∧
Academic Services	[add]
Acc Building Bond	[add]
Accounting Services	[add]
Ackland Art Museum	[add]
Admissions	[add]
ADMISSIONS	[add]
Aerospace Studies	[add]

1. Your results will appear in the top under "Selected Items."

1. When finished adding search criteria, click "Done."

1. Click "Save Subscription(s)" to save your specified notification criteria.

User Dashboard

Application Information [+/-]

Job Id	Job Title	Employer	Status	Application Date	Job Openings	Details	Print
4262	Clerical III	STUDENT EMPLOYMENT	Submitted	4/3/2014	5	🔍	🖨
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[Save Subscription(s)]   *Changes must be saved to take effect.*

On-Campus «?»	[Add New Subscription]
Subscription1	[Delete Subscription]
» Employer **2 selected** *modified*	[View/Modify]
» Category 0 selected	[View/Modify]
» Time Frame 0 selected	[View/Modify]
Off-Campus Tutor «?»	[Add New Subscription]
Subscription1	[Delete Subscription]
» Employer 0 selected	[View/Modify]
» Category 0 selected	[View/Modify]
» Time Frame 0 selected	[View/Modify]

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How to accept an offer of employment and complete the payroll process:

I've been offered a job...now what?

Although hiring actions may occur over the summer, completion of the payroll process may not occur until on or after the first day of classes in the fall semester.

Once you have been presented with, and have accepted, an offer of employment, please ask your supervisor to set up an appointment for you to meet with the hiring department's HR representative on of after the first day of classes.

Remember that you will need to bring official/original identification documents with you in order to complete the payroll process. Failure to provide these documents means a delay in your starting date of employment.

DO **NOT** start working until you have fully completed the payroll process. This protects you as an employee and ensures that you receive all wages for which you are entitled for hours worked.

Remember, this is your opportunity to gain valuable work experience, to expand your skill set, and to grow as an employee….you'll get out of it what you put into it. So work hard, have fun, be professional, and feel free to contact us if you need any assistance!