1. **How do I apply for an on-campus job?**
   a. The Student Job Application needs to be completed to be eligible for an on-campus job. The application can be found on:
      i. Glenville State website [www.glenville.edu](http://www.glenville.edu)
      ii. “Student Life” tab
      iii. “Student Job Application” on the left side pane

2. **What is the difference between work study eligibility and workshop?**
   a. Federal work study eligibility is based off of financial aid. This money is not automatically paid out to students. Work study funds are disbursed to eligible student workers for their work study positions on-campus. Workshop is based off of departmental funds.

3. **How do I get hired for a position or know that I have been hired?**
   a. After a student completes the online application, the Academic Support Center will receive their electronic application. Department supervisors in need of a student worker can search applications based on specific criteria and may then contact selected applicants for an interview to eventually hire a student worker. The Academic Support Center is not involved in the hiring process. Once a student worker has been hired, the supervisor should contact them to discuss their schedule, orientation, and training. Student workers must complete a payroll information packet upon accepting an on-campus position.

4. **After I have been hired is there any paperwork to be completed?**
   a. A payroll information packet needs to be completed by the 24th of the month in which the student worker was hired. This packet is available in the Academic Support Center and contains:
      i. Employees Withholding Allowance Certificate
      ii. Employment Eligibility Verification Form
      iii. Drug-Free Workplace Requirements Policy
      iv. Network Usage Policy, and Computer Usage Policy
      v. FERPA (Family Educational Rights and Privacy Act Agreement)
   b. A valid ID and social security card must be presented with this paperwork. All completed payroll information packets must be submitted to the Academic Support Center. Student workers cannot be paid until this information is completed and submitted.
c. A Student Verification Worksheet will need to be completed by the supervisor and signed by the department chair within two weeks after a student worker has been hired and turned in to the Academic Support Center.
   i. Glenville State website www.glenville.edu
   ii. “MyGSC” tab
   iii. “Forms” on the left side pane
   iv. “Student Employment Verification Form” at the bottom left under “Other Financial Aid Forms”

5. How do I fill out my time sheet, and when are timesheets to be submitted?
   a. Student workers must provide their SSN for payroll purposes.
   b. The beginning of the pay period will always begin on the 25th for the beginning month, and the 24th for the ending month.
   c. Times must be recorded in 15 minute increments, e.g., 10:00-10:45 would total 0.75 hours (45 minutes).
   d. Time sheets are to be turned in to the Business Manager’s Office located in Louis Bennett Hall no later than 12 noon on the 26th of the month.

6. When will paychecks be ready, and where can they be collected?
   a. Paychecks will be available on the 14th, 15th, or 16th depending on how many days are in the previous month. If there are 31 days in the previous month, your paycheck will be available on the 16th (30→15th, 28→14th).
   b. Paychecks are available at the Cashiers office in Louis Bennett Hall.
   c. The Cashiers Office will hold final paychecks at the end of the school year for two days. If a student worker’s paycheck has not been picked up within two days of the final payday, it will be mailed to their home address. It is the student worker’s responsibility to make sure that the Cashier’s Office has the correct home address on file. If there is a hold on a student worker’s account, the final paycheck will be kept in the Cashier’s Office until the hold is resolved.