



# Student Employment FAQ's

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## **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. <https://www.schooljobs.com/careers/glenvilleedu>
  - ii. Create an account and submit application(s)

## **2. How do I get hired for a position or know that I have been hired?**

- a. After a student completes the online application, the Office of Human Resources will receive their electronic application. 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.
- b. 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.

## **3. After I have been hired, is there any paper work to be completed?**

- a. A payroll information packet needs to be completed and is available in the Office of Human Resources and contains:
  - i. Employees Withholding Allowance Certificate
  - ii. Employment Eligibility Verification Form
  - iii. Drug-Free Workplace Requirements Policy
  - iv. Direct Deposit Form
- b. A valid ID, social security card, and voided check must be presented with this paperwork. All completed payroll information packets must be submitted to the Office of Human Resources. Student workers cannot be paid until this information is completed and submitted.

## **4. How do I clock in and out, and when are timesheets to be submitted?**

- a. After you have submitted all of your employment information, you will be able to create a MyApps account and will receive a Kronos box that allows you to clock in and out. Instructions on how to create a MyApps account will be provided when you turn in your packet.
- b. Timesheets are due on **Monday, no later than noon**, to the Office of Human Resources.

Contact:

Cheyenne Carr

Administrative Secretary of Student Employment

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*\*\*\*Because of the limited number of employment positions available, there is no guarantee of on-campus employment. If you applied but have not been hired, please make an appointment with Cheyenne Carr in Human Resources to discuss further employment opportunities at GSC.*