



## Student Employment FAQ's

### 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:
- <https://www.schooljobs.com/careers/glennvilleedu>
  - 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:
- Employees Withholding Allowance Certificate
  - Employment Eligibility Verification Form
  - Drug-Free Workplace Requirements Policy
  - 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.
- C. Students also CANNOT start working until they receive an email from Human Resources telling you the day you can start.

### 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 onelogin account and will receive a UKG box that allows you to clock in and out. Instructions on how to create a onelogin account are provided in the email.
- B. Timesheets are due on Monday, no later than noon, to the Office of Human Resources.

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