

Work Hour Exceptions


If you have not violated Student Employment regulations during Fall and Spring semesters, you are eligible to work more hours during the breaks between semesters. During Winter,



Confidentiality


In the course of your student employment, you may be exposed to information and records concerning fellow students and employees. Federal and University laws protect the privacy and security of this information.

As an employee of CSU, you are required to keep confidential all information concerning students and the University, except as directed by your supervisor. Failure to do so can result in termination from your employment.



What If You Violate These Rules?

Job Expectations



What Should Your Supervisors Expect From You?

- That you will take the job seriously
- That you will perform at the highest level of your ability
- That you will treat them and your fellow employees with respect
- That you will not perform personal activities on work time
- That you will adhere to all Student Employment rules
- That you will be on-time and follow your work schedule
- That you will dress and conduct yourself professionally



What If You Are Having Problems at Your Job?

If you are having a hard time at your job, first consider:

- evaluating your own performance [Are you always tired? Bored?]
- asking for input or clarification from your supervisor [Are you doing the job function incorrectly?]
- if there are roadblocks preventing you from achieving expectations [Are you lacking skills, time, or resources?]

Speak to your supervisor about your concerns. Most problems can be resolved with a conversation about the above topics. Your supervisor wants you to be successful!

If your problem is more severe, you may contact the Student Employment Office for an appointment. (Email studentemploy@csuohio.edu)



What If You Feel You

What If You Want to Quit or You've Been Fired?

Student employment positions are considered "at will" employment. This means that students and/or supervisors are free to terminate their jobs for any or no reason at any time.

If you terminate your job:

- try to give at least 1 or 2 weeks' notice
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Required Paperwork

Student Hire Certification

This form reminds you of the rules mentioned in the first section of this orientation and serves as an acknowledgement that you understand and agree to abide by these in order to work on campus. You must consent to your hire by signing this document with your handwritten signature. Be sure to also make a copy to keep for your own reference.

I-9

(Employment Eligibility Verification)

This form is a federal document that proves your eligibility to work in the USA.
You are required to complete Section I.

Use your current US address while at CSU.

The Email and Phone number boxes are optional, but you cannot leave them blank. Write "N/A" if you do not want to list your email &/or phone number.

For the citizenship section, mark the correct box:

- Natural-born & naturalized US citizens should mark the first box.
- Only those born in specific American territories should mark the second box.
- Permanent Residents with a Resident Alien card should mark the third box & write in the resident alien card number.
- F-1 visa international students should mark the fourth box. (The I-20 expiration date is the expiration date. Enter the SEVIS number on line 1, the I-94 number is the admission number on line 2, or the passport number and passport issuing country on line 3.)

Federal Tax

(Form W-4)

This is a federal document that the Payroll department uses to determine how much federal income tax should be withheld from your paycheck.

This form is one you will complete online via the OnBoard Process email you will get from HR. (International students do not have to complete this form online; they will be contacted by Payroll directly to complete this form.)

If you need assistance in completing this form, you should ask your family or tax preparer or go to the IRS website link listed on the form.

Direct Deposit

(Paycheck Option)

CSU does not issue paper paychecks. Your paycheck is electronically transmitted to your checking or savings account via direct deposit.

This form is one you will complete online via the OnBoard Process email you will get from HR.

For questions regarding this form, please contact the Payroll department at payroll@csuohio.edu

Getting Paid



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Instructions on Using Kronos

There are different log-in choices depending on whether you have only one position or multiple positions.

Be sure to log in correctly so that your paycheck will be accurate.

You can find the log-in instructions on the Student Employment website at www.clestatecareers.com/ocsestudent

Pay Dates

Pay day is every other Friday. You can access the schedule of pay dates on Payroll's website.

Compensation will be deposited to your bank account on the morning of the pay date.

You can view an electronic pay stub online under "myProfile" (instructions on next page).

If you are employed using a Federal Work Study award, you should check your pay stub every pay period so that you can keep track of your remaining balance. Subtract your gross pay from your FWS award amount to determine your balance so that you know when you will run out of money if your department cannot afford to pay you out of their own budget once your award is exhausted.

That's all there is to it!

For more detailed information on Student Employment, check out the Student Employee Handbook at: