TRAINING FOR WORK-STUDY STUDENTS

AT THE BOTTOM RIGHT-HAND CORNER OF YOUR SCREEN, YOU WILL SEE THESE OPTIONS. CLICK ON SLIDE SHOW. CLICK ANYWHERE ON EACH PAGE WHEN YOU ARE READY TO ADVANCE TO THE NEXT PAGE.

INTEGRATING FAITH IN LEARNING, LEADING AND SERVING
Benefits of the Work-Study Program

- You can earn money to cover some of the costs of tuition, room, board and books
- Develop skills and participate in service learning experiences that will enhance your professional portfolio
- Train in a real-world work environment
- Build relationships with faculty and staff that will provide excellent references for future employers
- Discover your God-given passion, skills and abilities in a thriving learning community
Are You Eligible to Work at CSU?

- You must be awarded Work-Study in order to apply for a Work-Study job at CSU.

- To find out if you have been awarded Work-Study (Institutional or Federal), check your awards online at MyCSU. Log on to CSU Financial Aid Online to view your financial aid awards.
Go to www.charlestonsouthern.edu\studentemployment and click on Forms. We recommend that you complete the Skills Assessment which will help you determine what skills you may have that apply to CSU Work-Study positions.
How Do I Find a Job?

- Open positions will be posted and updated daily on our website at www.charlestonsouthern.edu\studentemployment.

- For information about a position, click on the job title.

- Review as many job descriptions as you may be interested in. You may apply for more than one position, but you may only accept and work in one job at the time.
Once you have decided that you are qualified and are interested in applying for a position, complete the online application below the description.

Fill out the entire online application and click Finish. You may attach a resume if you wish.
For each application you submit, the position’s supervisor will review it and, if interested, will contact you to set up an interview.

Interviews can be conducted on the phone or in person.

If you are scheduled for an in-person interview, please make sure that you are dressed appropriately...no shorts, t-shirts, flip-flops.

Bring any pertinent information with you that you think will be relevant to your interview such as your resume or references if you have them.
You’re Hired!

- Remember, you can only accept and work ONE job at the time.
- Once you have been offered a Work-Study position at CSU, your supervisor will submit a Permission to Hire a Student Employee form.
- The Student Employment Office will contact you and your supervisor in order to collect your employment documents.
What You Will Need to Start

- The following employment documents must be received by the Student Employment Office in order for you to start work. Go to www.charlestonsouthern.edu\studentemployment
  Then click on Forms.

1. Confidentiality agreement
2. 2014 W-4
3. I-9 (If you have worked for CSU within the last six months, you are not required to complete a new I-9)
4. Student Employment Contract
What You Will Need to Start

- **Confidentiality Agreement** - Each year all student workers are required to sign an agreement that they will keep certain CSU information private and confidential before they can begin working. You may print, complete and mail in. Our mailing address is Student Employment Office, CSU, P. O. Box 118087, Charleston, SC 29423.

- **Form W-4** - Complete Form W-4 so that CSU can withhold the correct federal income tax from your pay. You may print, complete and mail in. Our mailing address is Student Employment Office, CSU, P. O. Box 118087, Charleston, SC 29423.
What You Will Need to Start

- Form I-9 - The Employment Eligibility Form must be completed in order to document that each new employee is authorized to work in the United States. This form cannot be mailed or faxed.

Read the I-9 instructions carefully. You must complete Section 1 online. Review the required list of acceptable documents. You must provide one document from list A OR 2 documents - one from list B and one from list C. You will be required to bring your original documents you choose from the list of acceptable documents to the Student Employment Office so that we can complete Section 2 of your I-9.

You will NOT be authorized to work at CSU until we have reviewed your documents and completed Section 2.
What You Will Need to Start

- **Student Employment Contract** - This contract will be ready for your signature and your supervisor’s signature once you have submitted all your required documents.

- **Remember:** You may not start work until the Student Employment Office receives your signed contract. This is the last step before you can begin work.
Now that you have signed your Student Employment contract, you may begin work on your start date! Start dates are on your contract.

Your supervisor will provide all the necessary training you will need in order for you to work. Make sure you understand clearly what is expected of you, what your work hours are and lunch hours.
Responsibilities

- This is a real job. If you are sick or have an emergency and cannot report to work, you must notify your supervisor immediately. If you need to take a day off, then you should make arrangements with your supervisor in advance.

- Be respectful of your supervisor and fellow staff members, faculty members, visitors and students.

- Limit your cell phone use to emergencies ONLY.

- You may not have visitors at work unless you have permission from your supervisor.
Responsibilities

- On-the-job studying is allowed ONLY at the supervisor’s discretion.

- You may not work during Chapel. You may not stay in your department area when it is closed for Chapel. We recommend that you attend Chapel with your department.
• Student employees are considered employees of the University, subject to University policies.

**Drug & Alcohol Free Workplace Policy:**

The unlawful manufacture, distribution, dispensing, possession or use of drugs or alcohol is prohibited on the campus of CSU or at CSU-sponsored activities both on-campus and off-campus.

**Sexual Harassment Policy:**

Verbal or physical conduct of a sexual nature, imposed on the basis of sex, by an employee or agent of the University is prohibited.
• Students may **not** work during the hours of their class schedules. This means you may **not** work if your class is canceled. You may **not** report to work early if your class is dismissed early. If you have any questions, call the Student Employment Office at 863-8067 or email at studentemployment@csuniv.edu.

• Students may not work when CSU campus is closed during holidays or during any other campus closings.

• Students should not work more than 20 hours per week.
Reporting Your Time

- You are required to report your time worked in your CSU Student Employment Electronic timesheet. Click on the Work-Study timesheet link at www.charlestonsouthern.edu\student employment
- You must enter your time EVERY day. This will prevent many mistakes at the end of the month when you submit your timesheet for payment.
- You must approve and submit your timesheet on the 1st of each month. If you approve and submit your timesheet after the 1st, your payment will be delayed until the following pay period.
Accessing Your Timesheet

HOW DO I LOG INTO MY timesheet?

When you log into the timesheet, the ID is your student ID #, and the password is your PIN (the same one used for MyCSU).

NOTICE TO STUDENTS:
Please sign in daily and approve your timesheet by the last day of the month.

NOTICE TO SUPERVISORS:
It is the supervisor’s responsibility to review the student’s work done and approve the hours worked on all timesheets no later than the third day of the month.

If the timesheet is not approved on this schedule by both the student and their supervisor, the student’s paycheck will be delayed until the following month.

Federal work-study is not guaranteed each year.

Federal work-study is based on financial need and awarded on a first-come, first-served basis.

GET YOUR 2009-2010 FINANCIAL AID DOCUMENTS IN EARLY! (All work-study funds were distributed by May 1st last year.)

www.fafsa.ed.gov
financialaid.csun.edu/nerpartnerstudent

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Once you log in, you will see your ID #, name, job title and current earning period on the top left of your timesheet.

- Make sure you select the current pay period.
- Select the correct job when logging your hours.
This section shows you when the timesheet is due, the day you will be paid and how many hours you’ve entered for that month.
Refer to this section to see if your supervisor has approved your timesheet and if you will be paid with the upcoming payroll. A yes indicates approval by each party to ensure payment.
This section will show you your total for the current contract, your year-to-date (YTD) earnings and remaining dollar amount and hours (example: $852 and 97 hours remaining).

When you are low on your remaining funds, alert your supervisor immediately!
- Enter your hours on a **daily basis**, with honesty and accuracy.
- **Do not wait** until the end of the month.
- **You cannot** enter hours for future days.
Select “A” for a.m. and “P” for p.m. in the drop-down boxes. This is a common area for error and will require adjustment by you or your supervisor, and it may cause a delay in the processing of your payroll.
Select the “Add” button on the left to open up another row of entries each day. Use this if you work in the morning, have class, and then return to work in the afternoon.
Once you have entered your time accurately for the current day, click Save Changes, then Sign out.

On the last day of every month you must sign your timesheet.
Once your timesheet is successfully signed, it will automatically be submitted to your supervisor for review and approval. You must see the message in red above once your timesheet is signed.
How do I Get My Paychecks

- If you have successfully submitted your timesheet on the 1st day of each month, then you can expect payment on the 15th of every month for the previous month worked. If the 15th falls on a weekend or holiday, payday falls on the following business day.

- You can pick up your paper paychecks at the CSU Cashier Window located in the Hunter Center

  OR

- You can fill out a Direct Deposit form (under Forms at www.charlestonsouthern.edu\studentemployment) that will allow CSU to deposit your paychecks directly into your personal banking account

  OR

- You can arrange to have your check applied to your CSU student account to cover your tuition costs by filling out the Apply to Tuition Form located online when you log into MyCSU.
Our office is located on campus in the Hunter Reception Center

**Mailing Address**
P. O. Box 118087
Charleston, SC 29423
Ph: 843-863-8067
Fax : 843-863-7070

**Email Address**
studentemployment@csuniv.edu

**Website:**
www.CharlestonSouthern.edu\StudentEmployment