

# The Ohio State University at Mansfield - Student Employment

## What is the purpose of Student Employment?

The Student Employment program is to provide student employees to assist in meeting the needs of the University, provide University students with financial support in pursuit of their academic goals and provide opportunities for academic or administrative job experiences.

## Why would I want to participate in the Student Employment program?

These work experiences will help prepare you for future career opportunities. You will learn time management skills, employee responsibility, and in some cases gain leadership experience, while earning a paycheck. Along with strong work habits and job skills, you will also develop an excellent source for future job references to enhance your resume. Having acquired these skills and taking on increasingly greater work responsibilities will be an advantage to you as you prepare to enter the full-time job market. In addition, the convenience of working on campus will help you develop ties to the campus community through new friendships and experiences.

## What is the difference between ‘Federal Work Study’ (FWS) and ‘Student Non-FWS Jobs?’

- Federal Work Study (FWS) is awarded to students based on financial need and the availability of funds. You must apply for FWS on your FAFSA. If you receive a FWS award, it will be in your Award Summary link, which you can access from your BuckeyeLink. Students must adhere to the Financial Aid Standards of Academic Progress Policy, must be enrolled at least six credit hours, and may not earn more than their annual FWS award.
- Most student jobs on campus are funded through the FWS program.
- There are FWS jobs on campus and FWS jobs off campus in the Community Service Work Study program with local non-profit partnering agencies. Contact Pam Schopieray, Director, Career Development, for information about the Community Service Work Study program: [Schopieray.4@osu.edu](mailto:Schopieray.4@osu.edu) or (419) 755-4234.

## What are the steps to find a FWS job? How do I find and/or apply for a job?

- You will be invited to attend a Work Study Orientation before classes begin in the fall. The invitation will be sent to your Ohio State email address. The orientation will provide you with an overview of the program and include a job fair. You will have the opportunity to meet and set-up interviews with supervisors at the fair.
- Makeup orientations will be held after the semester begins. Please contact Nicole in Human Resources for more information: (419) 755-4047; [Wakeley.5@osu.edu](mailto:Wakeley.5@osu.edu)
- All FWS jobs are available to review on-line. Here is a link to search for Mansfield FWS jobs using the Columbus FWS site: <http://sfa.osu.edu/jobs/federal-work-study-program/federal-work-study-job-board>

## What are the steps to find a non-FWS job?

- A few departments, Conard Math Lab, OSU Dining Services, The Writing Center, offer Student Non-FWS Jobs. To find out a current list of openings, contact the Director of each specific department. Conard Math Lab & The Writing Center—Andrew Mueller. [Mueller.147@osu.edu](mailto:Mueller.147@osu.edu); (419) 755-4133 OSU Dining Services—Pam Wareham. [Wareham.16@osu.edu](mailto:Wareham.16@osu.edu); (419) 755-4290 Molyet Village Apartments—Resident Manager. (419) 747-8500 (You MUST live in Molyet to apply.)
- For more information about non-FWS jobs, contact Pam Schopieray, Director, Career Development: [Schopieray.4@osu.edu](mailto:Schopieray.4@osu.edu) or (419) 755-4234.

### **Do I need to complete an application?**

Yes. All prospective student employees, both FWS and non-FWS, must contact Nicole Wakeley in the Office of Human Resources, HR, to **obtain access** to all of the employment forms. Nicole's contact information is wakeley. [5@osu.edu](mailto:5@osu.edu); (419) 755-4047.

### **What must be done before I can begin working?**

The student must properly complete a student employment application, tax forms, all required hire paperwork, In addition, your supervisor must notified HR regarding the hire PRIOR to you starting date. Please note that for FWS jobs, a Job Referral Form will be needed as part of the employment paperwork to officially hire you. Here is the link to access this form:

<http://sfa.osu.edu/jobs/federal-work-study-program/federal-work-study-job-board/how-to-print-job-referral-form>

### **What is the pay?**

Starting pay rates begin at \$8.30 per hour. Most FWS jobs pay more than \$8.30 per hour.

### **How will I report my work hours?**

Timesheets will be completed online. You will get the instructions for online time-sheet entry and submission during your orientation. Ask for a "eTimesheet Tip Sheet" from Human Resources, 162 or 164 Riedl.

### **When are timesheets due?**

Timesheet submission is due at the end of the last scheduled work day of each week worked. Your supervisor must approve your submitted timesheet by 9:00 AM on the following Monday. If your timesheet is not submitted nor approved by the deadline, it will not be process until the next pay period, which means that you will not get paid until the next pay period.

### **When is payday?**

Payday is generally every other Friday. Holidays may require this to change. Please refer to the current biweekly schedule for specific dates. <https://controller.osu.edu/pay/pay-calendars.shtm>

### **How do I get more information?**

#### ***Orientation, Employment Forms, Open Jobs***

Nicole Wakeley  
Manager, Human Resources

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The Ohio State University at Mansfield  
(419) 755-4047  
[Wakeley.5@osu.edu](mailto:Wakeley.5@osu.edu)

#### ***FAFSA, Work-Study Eligibility, Open Jobs***

Victoria O'Brien  
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#### ***Open Jobs—FWS, non-FWS, Off Campus***

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