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’s Finances, then use the drop down menu to access “Pending Financial Aid” then click on “Award Summary”. 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. The partnerships range from art centers to a nature center, to youth centers and much more. Most of the agencies are within 10-15 minutes of campus. Contact Pam Schopieray, Director, Career Development, for information about the Community Service Work Study program: Schopieray.4@osu.edu or (419) 755-4234.
• A few departments, Conard Math Lab, OSU Dining Services, The Writing Center, Molyet Village Apartments, 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; (419) 755-4133. To apply: https://mansfield.osu.edu/academics/conard-learning-center/apply-to-be-a-tutor.html
OSU Dining Services—Pam Wareham. Wareham.16@osu.edu; (419) 755-4290. To apply, use the Columbus link and select Mansfield for the location: https://dining.osu.edu/student-employment/
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 or (419) 755-4234 or Alicia Camak at camak.3@osu.edu or call (419) 755-4052.

What are the steps to find a FWS job? How do I find and/or apply for a job?
• 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
  Please keep in mind that not all the jobs listed on the website are available. To help you filter the list, contact Pam Schopieray at Schopieray.4@osu.edu or Alicia Camak at camak.3@osu.edu
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Do I need to complete an application?
Yes. All prospective student employees, both FWS and non-FWS must complete their employment forms to be officially hired and to have access to the eTimesheets in order to get paid.

“Please contact Human Resources for more information: (419) 755-4131”.

What must be done before I can begin working?
The student must properly complete a student employment application, tax forms, all required employment forms. In addition, your supervisor must notify HR regarding the hire PRIOR to you starting date. For FWS jobs, a Job Referral Form will be needed. 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

“Please contact Human Resources for more information regarding employment forms: (419) 755-4131”.

What is the pay?
Starting pay rates begin at $8.70 per hour. Most FWS jobs pay more than $8.70 per hour.

How will I report my work hours?
Timesheets are completed online. You will get the instructions for online time-sheet entry and submission deadlines from Human Resources. Ask for a “eTimesheet Tip Sheet” from Human Resources.

“For more information, please contact Human Resources for more information: (419) 755-4131”.

Here is the link to the pay calendar with all the dates:
https://busfin.osu.edu/buy-schedule-travel/payroll/paydate-schedule

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 timesheets by 9:00 AM on the following Monday. If your timesheet is not submitted or approved by the deadline, it will not be 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://busfin.osu.edu/buy-schedule-travel/payroll/paydate-schedule
How do I get more information?

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