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, and 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; (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/

• For more information about non-FWS jobs, contact Austin Cook, Career Development and Internship Coordinator, at Cook.1490@osu.edu or (419) 747-8503

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

Applying for a FWS job

1. **Accept your work-study offer.** Only students who have accepted their Federal Work-Study offer from their Aid Summary will be eligible to be hired into work-study positions.

2. **Update your career profile in Workday.** Students are considered Internal Applicants in the Workday system. This means you already have an account, but you will want to update your profile first. To get started, log into Workday using your Ohio State username and password, then update your profile.

3. Per the Apply for Student Jobs Workday job aid, in the Applications section, click the Career Application. This will allow you to view the Workday job board.

4. In the View section, click Search Student Federal Work Study Jobs
   - Using the options on the left, choose your campus.
   - Using the keyword search, enter "work study" or "FWS" to display jobs intended for work-study students. You can also include additional keywords to locate remote/work from home options, or the Requisition Number to locate a specific job.

5. Follow the Application Instructions on the post to apply for that job.

Not a FWS Student? No problem...
Students without work-study offers can also use Workday to find regular wage student positions at the university. Review steps #2-#5 above for more information about applying for jobs in Workday. The only difference is that you would use the Search Student Jobs button instead, and not perform the
"work study" keyword search. Be aware, if you apply for a work-study position, but do not have a work-study offer, you cannot be hired into that position. Review the Apply for Student Jobs job aid for more detailed steps.

What are the steps to find a non-FWS job?
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- A few departments, Conard Math Lab, OSU Dining Services, and The Writing Center offer Student Non-FWS Jobs. To find out a current list of openings, contact the Director of each specific department.
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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 their timesheets in order to get paid. You will do this in Workday.
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 and a Student Employment Orientation. In addition, your supervisor must notify HR regarding the hire PRIOR to your starting date.
Please contact Human Resources for more information regarding employment forms and Student Employment Orientation: (419) 755-4131.

What is the pay?
Starting pay rates begin at $8.55 per hour. Most jobs pay more than $8.55 per hour.

How will I report my work hours?
Timesheets are completed online. You will get the instructions for online timesheet entry and submission deadlines in Workday.
For more information, please contact Human Resources: (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 workday 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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Human Resources
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The Ohio State University
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