

Student Employee Handbook

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Introduction

This manual was created to provide you with general information on student employment at CSU and make the student employment process more efficient and effective. Student employees are responsible for understanding and abiding by both the general student employment regulations set forth in this manual as well as the specific expectations and guidelines of the employing department. Please read this manual carefully since it contains important information about your employment at the University.

The topics in this section include:

- What is Student Employment?
- What does “At-Will” employment mean?
- How does Student Employment benefit me?
- What is FWS/NWS?
- What is the benefit of having FWS?
- How does a student get FWS?
- How does FWS work at CSU?
- What should I expect from a Student Employment job?

What is Student Employment?

“Student Employment” at Cleveland State University refers to temporary, part-time, on-campus positions available to registered, degree-seeking students. These positions are paid hourly and are considered “at-will” employment.

What Does “At-Will” Employment Mean?

This means that you are free to quit your job for any or no reason at any time. Conversely, the employing department may terminate your employment for any or no reason at any time. Student Employment positions are temporary and not subject to sick time, vacation, holiday, snow day, or overtime pay. You are paid only for time you’ve actually worked. Student Employment positions are not eligible for Unemployment Compensation.

How Does Student Employment Benefit Me?

Research shows that students who work on-campus:

- enjoy greater academic success,
- are more connected to the University,
- develop relationships with members of the University community who can help them deal with a variety of questions and concerns,
- have employers who support their educational endeavors and coordinate work schedules with academic schedules.

Every student position can be beneficial even if it is not significantly related to a field of study. Student positions help our students gain a better understanding of the dynamics of the working world and help them develop many of these essential job skills:

- computer skills
- communication skills
- customer service skills
- writing skills
- interpersonal skills
- professional maturity
- problem solving skills
- decision making skills
- team member skills
- personal responsibility

Working on campus can also help you fund your schooling by reducing your reliance on loans. The money you earn can be used to pay for tuition, books, food, living expenses---anything you need.

What is FWS/NWS?

FWS stands for Federal Work Study. This is a federal financial aid program designed to help degree-seeking students meet their educational expenses. Students earn their FWS awards by working in the Student Employment program. Only students who are citizens or resident aliens can receive a FWS award; international students are not eligible for FWS. It is NOT a requirement that students have FWS to work on campus, however; any student who meets the eligibility requirements for the Student Employment program can work on campus whether or not he/she has a FWS award. Jobs for students who do not have FWS are referred to as NWS (Non Work Study). The only difference between a FWS job and a NWS job is where the wages come from. In the former case, the wages come from the Federal government; in the latter case, the wages come from the hiring department's budget. The positions themselves are the same for students who have FWS awards and for students who don't. The distinction is made only to indicate in job postings which positions require a student to have FWS to apply and which ones are open to everyone.

What is the benefit of having FWS?

Being awarded FWS does have some advantages. They include:

- Reduced reliance on student loans and reduced debt upon graduation
- FWS earnings do not increase taxable reported income on the FAFSA, which could otherwise reduce future student financial aid
- Priority in hiring, especially in academic areas that don't have their own budgets for student wages

How does a student get FWS?

Each year, students indicate on their FAFSA (the federal application for student aid) if they are interested in receiving a FWS award. Awards are based on multiple factors such as the FAFSA filing date, the students being in good academic standing, financial need, and the availability of funds. The Financial Aid Office may also use professional judgment to award FWS to a student under special circumstances. If you received FWS, you will see it listed on your Financial Aid award letter, which you can view on CampusNet. Campus411 can assist you if you have any questions about your eligibility for and awarding of FWS.

How does FWS work at CSU?

To use FWS, students must obtain an on-campus job. [See the section on “Finding Jobs” for information on how to obtain an on-campus job.]

Students who receive a FWS award may earn up to the amount of the award during an academic year (Fall & Spring semester, including Winter Break and Spring Break; FWS is not available for the Summer).

When a student’s FWS award is exhausted, any wages earned in excess are automatically deducted from the employing department’s budget line. Since many departments do not have a budget line for student wages, it is important that you find out from your supervisor at the point of hire whether the position will end as soon as you use up your FWS award or whether the department will continue to fund your wages after your FWS ends.

Note that monitoring earnings and FWS balances is the exclusive responsibility of the student and the employing department. To monitor your usage of FWS, you should view your bi-weekly pay stub and subtract the gross pay of each check from your total FWS award allocation.

What should I expect from a Student Employment job?

As a student employee, you are a member of CSU’s staff. You will assist in the operation of the office in which you are employed. Students are an important part of every campus office. Not only do you have the opportunity to earn part of your college expenses, but you will also gain valuable work experience. Under the guidance of your supervisor, you will be trained to carry out your specific work assignments to help the office operate efficiently. Student staff must be reliable, efficient, and willing to proceed on their own with limited supervision. You have the obligation to do the best job you can possibly do. We depend upon student staff for handling the jobs they are assigned to do, for projecting a favorable image of CSU, and for promoting good public relations.

We hope you will regard your employment as the learning experience it is designed to be. Your supervisors should help you develop quality work habits, responsibility for tasks you are given, and pride in their accomplishment.

Student Employment Program Rules

The topics in this section include:

- Eligibility Requirements
- Credit Hour Rules
- Work Hour Rules
- What Happens When Students Violate These Rules?
- Summer Employment

Eligibility Requirements

You are eligible to work an on-campus student employment position if you meet the following criteria:

- Registered for at least 6 credit hours during the semester you wish to work
- In good academic standing (i.e., have not been academically dismissed)

Credit Hour Rules

Students must be enrolled in at least 6 credit hours at CSU during the regular academic semesters (Fall & Spring).

There are only two exceptions to this rule:

- If a student is graduating that semester and needs less than 6 credits to fulfill degree requirements
- If a student is enrolled in a thesis or dissertation course that requires less than 6 credits

A memo from the student's academic department must be sent to the Student Employment Office if either of those two situations applies.

NOTE: Non-credit-bearing courses (such as remedial Math/English and ESL courses), incompletes, and medical withdrawals are NOT allowable exceptions to this rule.

Work Hour Rules

The following rules apply to Student Employment positions:

- Students cannot work more than 20 hours per week during the regular academic semesters (Fall & Spring).
- Students cannot work more than 40 hours per week during Winter, Spring, & Summer breaks.

Students are never permitted to work over 40 hours a week.

Students are permitted to have more than one job on campus. However, the total number of hours worked among those jobs cannot exceed the above-listed limits. This combination of hours includes any on-campus student employment positions, Graduate Assistantships, Tuition Waivers, Lecturer Contracts, and Stipend positions (such as those through Student Life).

Student employees are not permitted to work during their scheduled class and finals times. Even if a professor cancels that day's class or exam, ends class early, or ends the course session early, students cannot work during that time. To determine what the official schedule is for a course, look at what is listed in CampusNet.

What Happens When Students Violate These Basic Rules

- When a student is enrolled in less than 6 credits:
 - The Student Employment Office sends a notice to the student's employing department
 - The Student Employment Office terminates the student's position effective immediately
- To reinstate a job that has been terminated due to "less than six credits," the student must meet one of the following:
 - Be re-enrolled in at least 6 credit hours
 - He/she must notify us when credits have been reinstated
 - Be graduating that semester (and requiring less than 6 credits)
 - He/she must provide us with a memo from his/her academic advisor confirming this
 - Be enrolled in a thesis/dissertation course (requiring less than 6 credits)
 - He/she must provide us with a memo from his/her academic advisor confirming this
- Students whose positions have been terminated due to dropping to zero are not eligible to work during break periods (including summer, unless enrolled for at least 6 credits).

- When a student has worked more than the allowable hours per week:
 - The Student Employment Office sends a warning notice to the student's employing department
 - The Student Employment Office terminates the student's job on the third violation
- Students whose positions have been terminated due to violating the "Over 40" rule cannot be rehired until the start of the next academic semester. They are not eligible to work during break periods (including summer, unless enrolled for at least 6 credits).

Summer Employment

Students in good standing who completed at least 6 credit hours in spring term and who intend to return in the fall for at least 6 credit hours may work up to 40 hours a week during the summer term with or without taking any classes.

Student employees who did not complete at least 6 credit hours in the spring term cannot work after the last day of spring classes unless enrolled in 6 credit hours during summer term.

Students who have graduated at the end of spring semester cannot work over summer unless they have been accepted into a new degree-seeking program for the fall and will be registered for at least 6 credit hours.

Newly-admitted students may begin work during summer break if they have registered for at least 6 credit hours in the fall.

There is no summer Federal Work Study. All of our allocation is earned during the fall/spring terms.

Even if students have applied to be exempt from OPERS, OPERS will be deducted from the paycheck any time you are enrolled for less than 6 credit hours. [See the section on “Getting Hired” for an explanation of OPERS.] For information on obtaining a refund of the OPERS deduction, students may contact the Payroll Office (687-3611) at the **end** of the summer break.

Finding Jobs

This section will provide you with everything you need to know about finding an on-campus student employment position.

The topics in this section include:

- Types of Jobs
- Hire A Vike
- Hire A Vike Instructions
- Hire A Vike Tips

Types of Jobs

There are many types of jobs on campus that students may be qualified for. This handbook and the instructions that follow this section apply only to on-campus positions that are processed through the Student Employment Office. But there are additional opportunities that you might want to consider:

- The CSU Bookstore, Dining Services, Residence Life, Recreation Center, and the CSU Call Center are run by outside companies that welcome student applicants. To apply for jobs in those areas, visit their pages on the CSU website.
- Internships are related to a student's academic major. Information regarding placement and credit for these positions is available from the respective academic departments.
- Co-operative education (co-op) experiences are available to provide students with the opportunity to work and gain experience in their field of choice. In a co-op experience, students usually alternate semesters of work and study. Information regarding placement and credit for these positions is available from the respective academic departments.
- Graduate Assistantships are available to graduate students. As funds are available, positions are assigned to academic and administrative units. Students interested in applying for an open position should contact the graduate program director or apply directly to the academic or administrative unit. Occasionally, these positions are posted with the on-campus Student Employment positions on Hire A Vike.

Hire A Vike

CSU utilizes a website called Hire A Vike to post all on-campus student employment positions. If you are a registered student at CSU, your Hire A Vike account has already been created for you. It uses your CSU ID and CampusNet password for log-in.

Hire A Vike Instructions

To locate an on-campus student employment position, first go to Hire A Vike. The website address is: **csuohio-csm.symplicity.com**

Once your account is made interactive, you will need to upload a completed On-Campus Student Employment Candidate Form (this document is on our website to download and fill out). All jobs will show up as restricted until you have uploaded this form. To upload this form to your Hire A Vike account, you will need to go to the Documents

tab, then click on Documents, Add New. Pick the Document Type called Student Employment. Then locate your file on your computer and hit Submit. Please note that some jobs may require other documents as well before you can apply for them; you will need to read through the job description to see what other documents may be required!

Searching for available on-campus jobs is easy. When you've logged into your Hire A Vike account, just locate the Jobs tab on the top menu. Select the drop-down that says "CSM Jobs". This will bring up the list of all currently-available jobs. To locate only on-campus student employment jobs, just click on the tab to the right of that titled "On-Campus Student Employment".

Jobs are listed by title. The first part of the title will tell you what kind of position it is:

- FWS = you **must** have a Federal Work Study award as part of your Financial Aid to apply
- NWS = all students who meet the Student Employment eligibility requirements can apply
- GA = (graduate assistantship) you **must** be a graduate student to apply

To apply for a job, click on the job title. If you meet the qualifications of the job and have all of the documents requested by the department posting the job, then you should see an "Apply" button. If you do not have all of the documents requested by the department posting the job, then you will not be able to apply for the position; re-read the posting to see what you are missing, then upload the requested documents to remove this restriction.

For assistance with Hire A Vike, contact the Career Services Center at 216-687-2233.

Hire A Vike Tips

The following tips should help you with your on-campus job search:

- Keep your CampusNet profile information updated; whatever you have in CampusNet feeds into Hire A Vike.
- Proof-read your documents! Spell Check is awesome, but it will overlook words that are spelled correctly but used incorrectly. Nothing takes the place of giving your documents a good read-through to make sure that they make sense and reflect your abilities.
- Your cover letter is your sales pitch. If a job requires one, make sure you address any requirements in the job posting and indicate in your letter how you meet them. Let the reader see that you are the best person for the job.
- Use targeted cover letters. You can have multiple cover letters stored in Hire A Vike.
- Pay attention to job titles to see if Federal Work Study (FWS) is required. Do not apply for jobs that require FWS if you do not have it.
- Read through the job descriptions carefully to see if you meet the qualifications. Applying to jobs that you are not qualified for is a waste of your time and of the hiring department's time.
- Some jobs will require that you upload your course schedule. To do this, just copy and paste your class schedule from CampusNet onto a Word document. Then upload that document as an "Other Document" in

the same area where you upload Resumes and Cover Letters. (The same goes for unofficial transcript requests.)

- Departments make their own hiring decisions. You will be notified by the department if you are selected for an interview. Keep in mind that not all departments will reply to resumes if they have declined them; they often will only reply to applicants they want to interview. So if you haven't heard anything in a while, just continue applying elsewhere.

Interviews

If your application appeals to an employing department, you may be offered an interview. Interviews are often anxiety-inducing, but they don't have to be that way. If you know what to expect and practice your answers, you will do well! The following are some tips that will help you ace your interview:

- Review the job posting to be familiar with what the job entails
- Bring your On-Campus Student Employment Candidate Form and be prepared to discuss how you can meet the department's needs
- Supervisors usually address the following topics during an interview:
 - Responsibilities of the job
 - Skills required to perform the job
 - Start date and hours needed
 - Pay rate
- Practice your interviewing skills with a "mock" interview. You can do this by using the Interview tools in Hire A Vike, meeting with your Career Specialist, asking someone else to sit with you to practice, or by practicing in front of a mirror.

Getting Hired

This section will explain what you'll need to do once you've been offered and have accepted a job on campus.

The topics in this section include:

- Necessary Paperwork
- How to Complete Each Form
- Information for International Students

Necessary Paperwork

No student is permitted to work until all hiring paperwork has been accurately completed and forwarded to the Student Employment Office.

The following documents (available on our website) are ones you should expect to complete as a new hire:

- SEF
- I-9
- Federal Tax
- State Tax
- OPERS
- Payroll
- SSA Statement

International students should also refer to the “Information for International Students” section in this chapter for additional information.

NOTE: These forms are filled out after you’ve been offered a job. Do not just download and fill out these forms to take with you when applying for jobs!

How to Complete Each Form

**** All forms must be filled out in ink with no corrections, white-out, or highlighter marks. ****

SEF

(Student Employment Form)

This form is a university document that the Student Employment office uses to enter your job into the payroll system.

You need to read and sign the “Student Certification” section, which reminds you of the rules mentioned in the first section of this orientation.

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. No lines can be left blank.

Use your current US address.

If you do not have an Other Last Name, write "N/A".

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 an American territory listed in the I-9 form instructions should mark the second box. this box is NOT for F-1 international students.
- 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 USCIS 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.)

Be sure to sign and date the form, then check off the box as to whether or not someone prepared/translated the form for you. (If someone did, they need to complete the bottom part of that section.)

You must provide valid, original documents to present to your department's Student Employment designee for Section II. You may choose from any of the documents on the list in the I-9 instructions.

Most students choose the following:

Citizens: driver's license & social security card

Permanent Residents: Resident alien card

International Students: Passport, I-94, & I-20

Federal Tax

(Form W-4)

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

If you need assistance in completing this form, you should ask your family or tax preparer.

(International students should make an appointment with Karen Ellis in the Payroll department to complete this form. 216-687-2126)

State Tax

(Employee's Withholding Exemption Certificate)

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

If you need assistance in completing this form, you should ask your family or tax preparer.

(International students should make an appointment with Karen Ellis in the Payroll department to complete this form. 216-687-2126)

OPERS

(Ohio Public Employees Retirement System)

Public employees in Ohio (which includes employees of CSU) do not pay into Social Security. Instead, they pay into a state pension system (OPERS).

As a student enrolled in at least 6 credit hours, you have the option of opting out of paying into OPERS.

Which should you choose?

This is something you should discuss with your family. But, generally-speaking, if you plan to become a public employee of the state of Ohio (such as a public school teacher, police officer, etc.), it would benefit you to enroll in OPERS as this will be your retirement account. If, on the other hand, you do not anticipate being a public employee, it may not be in your benefit to enroll.

Although you will be given both the Enrollment and the Exemption forms, you must choose only one. To enroll, complete the "Personal History Record" form.

To be exempt, complete the "Request for Optional Exemption as a Student" form

Remember: you are only eligible to be exempt from OPERS payroll deductions when you are enrolled in at least 6 credit hours. If you drop below 6 credits during any semester (including Summer), you must pay into OPERS. You can then file for a refund of OPERS at the end of that semester.

Payroll

(Paycheck Options)

CSU does not issue paper paychecks. You have the option of choosing between direct deposit or a payroll card.

With direct deposit, your paycheck is electronically transmitted to your checking or savings account. To choose this option, complete the "Request for Automatic Deposit (ACH Credit)" form.

With the payroll card, your paycheck is applied to a debit card that you can use at any ATM. To choose this option, complete the "Focus Card Enrollment" form.

If you are choosing Direct Deposit, be sure to circle whether your account is a checking account or a savings account.

For questions regarding these paycheck options, please contact the Payroll department at 216-687-3611.

SSA

(Statement Concerning Your Employment in a Job Not Covered by Social Security)

This form is a state document explaining what it means that your job at CSU does not pay into Social Security.

You will need to put your name and social security number (in the Employee ID section) at the top of the form, then sign the bottom. Write your CSU ID number in the space beneath your signature.

Information for International Students

International students should confirm permission to work through the Center for International Services and Programs.

216-687-3910
intadvisor@csuohio.edu

Most of the student employment regulations are the same for national and international students. However, there are some differences:

Applying For a Social Security Number (SSN) -

After having been extended a job offer, pick up a Social Security Letter from the Center for International Services. Take the letter back to the employing department for completion. Return to the Center for International Services for their original signature. Then take the original letter with you to apply for your Social Security Number. You will also want to bring your Passport with I-94 and your I-20. The closest office to apply is at the Federal Building, located at 1240 East Ninth Street in downtown Cleveland. Ask the social security administrator for a letter stating that you have applied. Keep a copy of the letter and give the original to your employer. You may not begin working without this letter.

To Complete Payroll Tax Forms –

Call Karen Ellis in the Payroll Office, at 687-2126, to make an appointment to complete your payroll tax forms. You will need to bring your passport and Social Security Card. The Payroll Office is located in the Parker Hannifin Administration Center.

Under Enrollment –

A form completed by the academic advisor authorizing in the under enrollment is provided by and turned into the International Office. A copy of this form or other documentation signed by the academic advisor is also needed by the Student Employment Office.

Extending Stay -

To extend the stay or period of study at CSU, international students must get a new I-20. International student employees must also submit a copy of it to the Student Employment Office so that the I-9 on file can be updated. Failure to do so will result in the student position being terminated at the end of the original stay date.

Working on Campus

Since an on-campus job is often the first job a student has had, this section addresses the expectations and responsibilities involved in working in the Student Employment program.

The topics in this section include:

- Employer's Expectations
- University's Expectations
- Timekeeping & Compensation

Employer's Expectations

Your student employment position should be treated seriously, just as any employment opportunity. Your job performance will be taken into consideration not only for your continued employment at CSU but also when you go to apply for jobs beyond CSU. A job reference could be the deciding factor as to whether or not you land that perfect position in the future! Do your best to meet the expectations below.

Office Etiquette

- Always say good morning and good night.
- Be on time and accurately punch in/out using the Kronos timekeeping system. You may need to keep a paper record of your time until your job is active in Kronos (see section on "Timekeeping & Compensation").
- Understand the job expectations.
- Ask questions for clarity.
- Establish a work schedule and stick to it.
- Dress and conduct yourself appropriately.
- Double check your work.
- Ask for work when you are idle.
- Keep your work area neat and return supplies to their rightful place.
- Take the job seriously and perform at the highest level of your ability.
- Treat your supervisor and fellow employees with respect.
- Limit personal conversations and phone calls.
- Do homework, studying, or any other non-work or personal activities on your own time.
- Notify your supervisor before leaving the work area.
- Do not eat or drink beverages in work areas unless permitted by your supervisor.
- Use computers, copiers, and other office equipment and supplies for work assignments only.
- Provide your own reliable childcare and transportation.

Work Schedules

You should establish a work schedule with your supervisor that you can commit to. It should not interfere with your classes since you are not permitted to work during scheduled class times. You are expected to be punctual and have good attendance.

Meal & Comfort Breaks

Most students work in areas where they are free to use restroom facilities at their convenience. You should verify with your supervisor if this is applicable to your job. In situations where students aren't free to take periodic comfort breaks without some work coverage being provided, your supervisor will arrange such reasonable coverage. However, remember that student workers only get paid for time worked. If actual breaks (such as coffee breaks, smoking breaks, or meal breaks) are taken, you must clock out during that time.

Visiting & Child Sitting

Personal conversations should be limited. When you are off-duty, do not congregate in the work area. Remember that your work station is not a party setting; you should wait until you are off of work to meet up with your friends. If you have children, you should not bring them to stay with you while you are working. If you cannot get a baby sitter, make arrangements with your supervisor to have someone else work your assigned hours.

Homework/Studying

Homework, studying, or any other non-work activity should be done on your own time, not at work. When your assigned tasks are completed, consult your supervisor for your next project.

Phone Usage

You should not use the University phone for personal calls. Your employing department's budget is charged for all calls. Also, your cell phone is expected to be turned off and put away during your time at work. You should not be using it unless you have been permitted to. If there is an emergency, let your supervisor know and ask permission for phone access.

Personal Property

Keeping your personal property safe while at work is your responsibility. You should keep any items locked up and out of public view. Any use of personal items during work hours is dependent upon permission of your supervisor. CSU is not liable if your items are lost or stolen so we encourage you to keep your personal items at home.

University Property

Your supervisor may allow you to use various University items, such as keys, vehicles, computers, and uniforms. These items are University property and MUST be returned to your supervisor when you leave employment.

Earphones and Personal Electronics

Use of earphones and personal electronics is discouraged in the workplace. They minimize personal interaction with others, can be a safety hazard, and are generally unprofessional.

Departmental Dress Code and Personal Hygiene

Since the University does not have a uniform dress code, it is up to individual departments to communicate what constitutes appropriate dress. Business casual dress is generally appropriate for most departments on most days, although certain activities may warrant something more formal or more casual.

Although we understand that our students may not have funds to purchase new clothes to wear to work, modest, clean, pressed, and appropriate dress is expected.

The following should be used as a general guide.

Generally Appropriate Business Casual Dress: Open collar shirts, polo or golf shirts, dress slacks, trousers, casual pants (e.g. Dockers), casual skirts, casual blouses, sweaters, loafers, and other nice casual wear.

Generally Inappropriate Office Wear: T-shirts, torn blue jeans, sweatshirts, shorts, or other recreational clothing. Torn clothing, tight fitting, low-cut, sleeveless tops; clothing with drug, violence, or other distracting messages; outside jackets; headwear (hats, caps, visors, sweatbands, or bandanas), except for religious head coverings. Flip-flops and sandals are not appropriate office attire. Cleavage and underwear should never be visible in the workplace.

Personal Hygiene

Some students, due to religious or cultural reasons, may not use personal deodorants. While we do not want to ask anyone to do anything that compromises religious or cultural practices, consideration to our co-workers and customers is essential. This may include washing and changing a shirt/blouse more than once a day.

University's Expectations

As an employee of Cleveland State University, there are also expectations that we are all, as a community, required to fulfill.

Student Conduct Code

All students should be familiar with and abide by the University's Student Conduct Code. This is available on the CSU website.

Confidentiality

The files and records that you may view during the work day are confidential and should not be discussed outside of the office. In the course of your job, you may see such things as class registration, grades, and employment information for fellow classmates. You are required to keep confidential any information you have access to. Any student employee who violates this rule will be subject to disciplinary action, including termination.

The Family Educational Rights and Privacy Act (FERPA)

FERPA is a federal law that guarantees the confidentiality of student records. Student Employees must not, under any circumstances, release student information to anyone (including parents and employers), unless they have been instructed to do so by their supervisor. Any student employee who violates any portion of this law will be subject to disciplinary action, including termination.

Discrimination

As a member of the Student Employment Program, it is essential that you respect the diversity that every individual brings to the University. Cleveland State University is committed to maintaining an educational and work climate for faculty, staff and students that is positive and free from all forms of discrimination/harassment. The University administration, faculty, staff, students, and volunteers are responsible for assuring that the University maintains an environment for work, study and participation in University programs, services and activities free from discrimination/harassment. Discrimination/harassment in the workplace or the educational environment is unacceptable conduct and shall not be tolerated.

The University prohibits discrimination/harassment toward individuals of the University community on the basis of race, sex (including pregnancy), religion, color, age, national origin, veteran and/or military status, genetic information, or disability and discrimination/harassment toward individuals for other reasons such as sexual orientation, gender identity and/or expression, marital status or parental status. Any student employee who violates any portion of this protocol will be subject to disciplinary action, including termination. Any student employee who believes he/she has been subjected to discrimination may contact the Office for Institutional Equity at 216-687-2223.

Sexual Harassment

As a member of the Student Employment Program, it is essential that you understand this sensitive issue. Sexual harassment is a form of discrimination. It is the protocol of Cleveland State University that no member of the University community shall engage in sexual harassment. Any student employee who violates any portion of this protocol will be subject to disciplinary action, including termination. Any student employee who believes he/she has been subjected to discrimination may contact the Office for Institutional Equity at 216-687-2223.

In addition, any student employee who has a security role or who has supervisor, evaluative, grading, or advisory responsibility over other members of the campus community has an obligation to report such incidents of sexual harassment to the Office for Institutional Equity if he/she becomes aware of the incident in the course of their employment. **If you have a duty to report, you may not promise to keep information you receive confidential.** However, there are confidential resources available to which you can refer someone who would like to disclose information on a confidential basis. A list of confidential resources can be found below.

Reporting Contact Information

Office for Institutional Equity

Rachel Lutner
Director
AC 236
Telephone: 216-687-2223
Email: r.lutner@csuohio.edu

CSU Police Department

1840 Chester Avenue, CS
Telephone: (216) 687-2020
Fax: (216) 687-5144
Email: police@csuohio.edu
<http://www.csuohio.edu/police/police>

Providing A Safe and Healthy Workplace

Cleveland State University is dedicated to providing a safe and healthy workplace for its employees. Therefore, CSU recognizes that one of the most important obligations to its employees is to maintain a completely alcohol-free, drug-free, and smoke-free workplace. Illegal use or influence of drugs/alcohol is prohibited on Cleveland State University property. The unlawful manufacturing, distribution, dispensation, possession or use of controlled substances is strictly prohibited. Any student employee who violates any portion of this protocol will be subject to disciplinary action, including termination.

Timekeeping & Compensation

Reporting Time Worked

Recording your time worked is done online through a program called Kronos. Once the Student Employment office receives your completed paperwork, your job will be entered into the payroll system. It may take a few days until you are able to log into Kronos to record your time. During this brief period, you should record your hours on a paper timesheet to give to your supervisor.

Here are some tips to help you with recording your time:

- Paychecks are always for the previous 2-week period. This means that, depending on what day you were

hired, it may be up to 4 weeks before you receive your first paycheck.

- Pay periods are bi-weekly, with Fridays as the pay days.
- Multiple jobs in Kronos are identified by their job titles.
- You must clock out for all breaks (breaks are unpaid).
- The pay week begins on a Sunday and ends on a Saturday. (This is important to remember if you work on weekends so that you do not violate the work-hour-per-week restriction.)

Logging into Kronos

- Go to the CSU homepage (www.csuohio.edu)
- Click on the orange “myCSU” button
- Go to the blue “For Faculty & Staff” column
- Click on “Employee Self Service”
- Click on “myTime”
- Enter your CampusNet Username and Password

Recording a Time Stamp

If you have only one job on campus:

- Click on “Record Time Stamp”
- Click on “My Links”
- Click on “Time Stamp”

If you have multiple jobs on campus:

- Click on “My Links”
- Click on “Time Stamp”
- Click the drop-down button in the “Transfer” field and select the correct job title from the list
- Click “Record Time Stamp”

Pay Day

Pay day is every other Friday. The schedule of pay dates is listed on Payroll’s website under their “Forms and Schedules” area. www.csuohio.edu/controllers-office/payroll (Student Employment positions are paid on the Bi-Weekly schedule.)

Compensation will be deposited to your bank account or payroll card (depending on which you chose) on the morning of the pay date.

You can view an electronic pay stub online under “myProfile”.

Logging into myProfile

- Go to the CSU homepage (www.csuohio.edu)
- Click on the orange “myCSU” button
- Go to the blue “Faculty & Staff” column
- Click on “myProfile”

- Enter your CampusNET Username and Password

FAQs

This section will provide you with the answers to common questions and situations regarding on-campus student employment.

The topics in this section are divided into:

- Hiring Issues
- Paycheck Issues
- On-the-Job Issues

Hiring Issues

When can newly-admitted students start working?

Newly-admitted students may begin working during the break before their first semester (including summer) if they have registered for at least 6 credit hours for that upcoming term. (This does not apply to students who have taken a semester off and are returning to CSU.)

Can family members be employed as student workers?

Yes. However, CSU employees cannot supervise the work of a member of their own family.

Can a student have more than one student employment position?

Yes. Students who have more than one job should notify each of their supervisors so that appropriate work schedules can be made. Also, these students are responsible for making sure that they do not work more hours than permitted each semester, regardless of how many positions they have.

Can graduate students be hired as student employees?

Yes. But, like all student employees, they may not work more than 20 hours per week during regular academic terms. This includes a combination of hours for all CSU positions (student employment, graduate assistantship, tuition waiver, lecturer, etc.).

What are the rules about employing Transient/Consortium students?

Transient or Consortium students are those who are earning their degrees at another college but attending CSU for a semester (or more) to take required classes. These students can work as student employees as long as they are enrolled at CSU for at least 6 credit hours during the semester they wish to work. All other Student Employment rules apply to them as well.

What about employing PSEOP/College Credit Plus students?

The Post-Secondary Enrollment Options Program (PSEOP)/ College Credit Plus is a state-funded program that offers high school juniors and seniors the opportunity to earn college credit. Participants in PSEOP/College Credit Plus can be employed as student employees if they are at least 16 and are enrolled at CSU for at least 6 credit hours. If they are under 18, they will need to provide a work permit from their school.

What are the rules about employing Post-Baccalaureate students?

Post-Baccalaureate students can be hired as student employees if they are enrolled in at least 6 credit hours in courses that are required for acceptance into a degree-granting program at CSU. A memo from the students' academic advisors confirming this fact is required.

Can I volunteer on-campus?

No, students cannot work at CSU for free. All student positions on campus must receive compensation.

Does the Student Employment Office place me in a job?

No, students locate and apply for positions on their own. Review the "Finding Jobs" chapter for information on how to obtain an on-campus job.

But what if I have a disability?

CSU is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. The Student Employment Office works hand-in-hand with the Office of Disability Services to assist students with disabilities in obtaining gainful employment on campus. There are multiple options you can choose from depending on your comfort level. The Student Employment Office can assist you in locating positions that you are able to fill. Or, you can go to the Office of Disability Services for assistance in all areas of your experience at CSU. You can also go to the Career Services Center to meet with your Career Specialist for one-on-one career help (resume review, targeted job searches, interview help, etc.).

I'm a Veteran. Are there any resources for me?

CSU has an excellent resource here for you! The Veteran Student Success Center is located adjacent from the Student Employment Office in Rhodes Tower West. There you can get assistance in all facets of University life, including access to on-campus student employment. The Student Employment Office also works hand-in-hand with the Veteran Student Success Center to help veterans with their unique needs find gainful employment on campus.

Paycheck Issues

What if I'm having problems seeing or logging into Kronos?

The Student Employment Office does not have access to view Kronos the way you do. If you are having trouble with Kronos, please contact the Payroll department (see "Contact Information" page).

Are student employees eligible for paid time off?

No. Students are only paid for time worked. They are not compensated for snow days, breaks, holidays, sick time, vacation, bereavement, jury duty, etc.

What if I need to change bank accounts for my direct deposit?

Just fill out a new "Request for Automatic Deposit (ACH Credit)" form and send it to the Payroll department.

Can my wages be applied to my CSU account to cover tuition, etc.?

No. Your pay options are only Direct Deposit to a savings/checking account or a Payroll Card. You will have to pay your CSU account separately.

How much does OPERS take out of my paychecks?

The current OPERS contribution rate is 10% of your gross pay. If you enroll in OPERS (or are required to pay into OPERS because you are not enrolled in at least 6 credits), this amount is what will be deducted from each of your paychecks and invested in your retirement account. For more information, visit the OPERS website at **www.opers.org**.

On-the-Job Issues

What are the break-time requirements?

For every six (6) hours worked, a student must be offered a half-hour, unpaid break. Students may choose to take this break or not.

When is the last day a graduating student can work?

Graduating students must stop working as of the last day of their semester (the date of their final exam). After that point, they are no longer considered students and, thus, cannot be paid out of a Student Employment budget number (this includes both FWS and NWS).

What if a graduating student is returning the next semester in a new program?

The student may continue to work if proof is provided to the Student Employment Office of the intent to return the next semester. Such intent is determined by an acceptance letter from the student's academic program of study.

If I lose my job, can I file for unemployment compensation?

No, student employment positions are not eligible for unemployment compensation.

What if I get hurt on the job?

Student employees are covered by worker's compensation. Let your supervisor know that you have been injured. If your injury is life- or limb-threatening, call 911. If your injury is a non-emergency, go to St. Vincent Charity Hospital at 2355 E. 22nd St. and let them know you experienced an injury on the job. Once your condition has stabilized, be sure to complete an "Accident/Incident Report" form on the Human Resources forms web page (mycsu.csuohio.edu/offices/hrd/forms.html). Follow the instructions on the form.

What if I am having problems at my job?

First try to objectively look at what might be causing the problems. Evaluate your own performance [Are you always tired? Bored?]. Ask for input or clarification from your supervisor [Are you doing the job function correctly?]. Consider if there are roadblocks preventing you from achieving expectations [Are you lacking skills, time, or resources?].

Sometimes, problems are more related to personal interaction. Keep in mind that, at some point in our lives, we all will work with someone that we just don't seem to get along with. One of the best lessons you can learn in life is how to interact politely and respectfully with people you do not always agree with. This could be a customer, co-

worker, or supervisor. Also consider what is being asked of you at your job. It is not inappropriate for your supervisor to ask you to assist him or her with additional office tasks if you are finished with previous assignments.

If you have taken an objective view at what might be causing the problems but this has not resolved the situation, your next step is to meet with your supervisor. You should give your supervisor as much information as possible about the situation so that he or she can make any necessary changes in your working conditions. Don't just assume that your supervisor knows about the problem if you have not already brought it to his/her attention. Often, this conversation is all that is necessary to resolve the issue. If, after you have followed all of these steps, the issue persists, then you may contact the Student Employment Office for a consultation.

Contact Information

Student Employment Office

- Phone: 216-687-2258 Fax: 216-687-9313
- Email: STUDENTEMPLOY@CSUOHIO.EDU
- Address: RTW 280

Payroll Office

- Phone: 216-687-3622 Fax: 216-687-9295
- Email: PAYROLL@CSUOHIO.EDU
- Address: AC 264

Disability Services

- Phone: 216-687-2015 Fax: 216-687-2343
- Email: ODS@CSUOHIO.EDU
- Address: MC 147

Veteran Student Support Center

- Phone: 216-875-9996 Fax: 216-875-9984
- Email: VikingVetsCSU@gmail.com
- Address: RTW 214

Center for International Services & Programs

- Phone: 216-687-3910 Fax: 216-687-3965
- Email: INTADVISOR@CSUOHIO.EDU
- Address: MC 106