

# 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, or snow day 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 student 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 they have 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 accomplishing them.

# 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.

Note: Final Exam week IS part of the regular academic semester, so students are not permitted to work more than 20 hours that 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.

Students are also not permitted to work on days that the University is closed for a holiday. Students are not eligible for holiday pay or for overtime/comp time pay that would come with a holiday closure, so hours are not permitted to be recorded by student employees on official University holidays.

## 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
    - They must notify us when credits have been reinstated
  - Be graduating that semester (and requiring less than 6 credits)
    - They must provide us with a memo from their academic advisor confirming this
  - Be enrolled in a thesis/dissertation course (requiring less than 6 credits)
    - They must provide us with a memo from their academic advisor confirming this
- Students whose positions have been terminated due to dropping to less than 6 credits 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.

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 should go to the OPERS website at the start of Fall semester.

## 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
- Handshake
- Handshake Instructions
- Handshake Tips

## Types of Jobs

There are many types of jobs on campus that students may be qualified for. This handbook applies 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 and awarded to graduate students who meet specific qualifications. Occasionally, these positions are posted with the on-campus Student Employment positions on Handshake if a department has not already found a qualified candidate.

## Handshake

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

## Handshake Instructions

To locate an on-campus student employment position, first go to Handshake. The log-on link can be found on the Student Employment website ([www.csuohio.edu/studentemployment](http://www.csuohio.edu/studentemployment)) and on the Career Services webpage ([www.csuohio.edu/career-services](http://www.csuohio.edu/career-services)). Instructions on how to use Handshake are available through Career Services, but here's a basic plan for what you'll need to do to use the system:

Once at your account, you will need to upload a résumé. All jobs will show up as restricted until you have uploaded this. (If you have never created one before, contact Career Services or go to the resources section of their website for assistance.) 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 Handshake account, just locate the Jobs tab in the Handshake menu. This will bring up the list of all currently-available jobs. You can limit your search to only on-campus student employment jobs.

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 Handshake, contact the Career Services Center at [CAREERS@CSUOHIO.EDU](mailto:CAREERS@CSUOHIO.EDU).**

## Handshake 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 Handshake.
- 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 Handshake.
- 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 Résumés 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 résumés 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.
- Handshake will always show your application status as “Pending” after you’ve applied because on-campus departments do not make their decisions within this software. They will call or email you directly if they are interested in you for their position. So be sure to have your phone number and email address in your contact information section of your resumé!

## 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 résumé 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 meeting with your Career Specialist, attending one of Career Services’ Mock Interview Day events, 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. You will receive an email confirming when you are able to begin working once your paperwork has been entered by us.

The following documents are ones you should expect to complete as a new hire:

- Student Hire Certification
- I-9
- Federal Tax
- State Tax
- OPERS
- Direct Deposit
- SSA-1945

The Student Hire Certification, I-9, and SSA-1945 are in the Student Employee Hiring Packet at [www.csuohio.edu/studentemployment](http://www.csuohio.edu/studentemployment). The Federal Tax, State Tax, OPERS, and Direct Deposit forms are ones you will complete online via a link that gets generated by HR after your job has been entered into the payroll system. This link will be emailed to your CSU Vikes email account, so be sure to check it after you get a confirmation from the Student Employment Office that your job has been entered. If you do not complete the items in that email link, you will not be able to get paid.

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

### **Student Hire Certification**

This form is a university document that the Student Employment office uses to authorize your hire.

You need to read and sign it, which reminds you of the rules mentioned in this handbook and confirms you will abide by them as a condition of your employment at CSU.

## 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 while at CSU.

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. These documents must not be expired. You may choose from any of the documents on the list in the I-9 instructions. *As an example*, most students choose the following:

Citizens: driver's license & social security card

Permanent Residents: Resident alien card

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

This form should be completed to the best of your knowledge, with all of your information matching what is on the documents you provide. CSU is an E-Verify employer, which means that when we enter your I-9 information it gets cross-checked with government databases to confirm that you are permitted to work in the US. If you have written incorrect data on your form, be aware that you may be contacted to provide additional documentation to verify that you are eligible to work in the US.

## **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, tax preparer, or the Payroll department.

## **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, tax preparer, or the Payroll department.

## **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 remain enrolled 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 remain enrolled.

Upon your hire, you are automatically enrolled in OPERS like any other state employee. You will receive an email (at your CSU email address) from OPERS welcoming you to the retirement system. If you wish to remain enrolled, you do not need to take any action. If you wish to opt out, you must follow their instructions on completing an exemption form online. Note: you must have a Social Security Number and you only have 30 days from your date of hire to opt out of OPERS. Otherwise, you will need to wait until you are no longer employed at CSU to get your OPERS contributions refunded to you.

OPERS is handled entirely by OPERS itself, not CSU, so for more information or for questions, contact OPERS directly via the contact information in their email. (Check your spam folders as sometimes their emails go there.) Again, remember that to opt out or have them look up your account, you will

need your social security number and CSU email address, as that is how your accounts are created with them.

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.

## **Direct Deposit**

CSU does not issue paper paychecks. At the same time you complete your tax forms, you will be prompted to complete direct deposit information.

With direct deposit, your paycheck is electronically transmitted to your checking or savings account.

To complete this, you will need to have your bank name, the routing number for your bank, and your bank account number. If you do not know that information, you can get it from your bank.

## **SSA-1945**

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

This form is a federal document explaining what it means that your job at CSU does not pay into Social Security but instead pays into a state pension fund (OPERS).

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 (CISP).

216-687-3910

intlcenter@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, obtain 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. Once you receive your SSN, you MUST provide it to the Student Employment Office as we have to enter it into the payroll system in order to complete your hire.

#### **Tax Forms –**

The Payroll office will contact you after the Student Employment Office enters your job into the payroll system, as there may be different requirements for you based on the treaties your home country has with the US. Any additional information they might need from you they will communicate clearly in their emails to you, so just be sure to regularly check your CSU email (including any spam/junk/clutter folders, as sometimes CSU emails go there).

#### **Under Enrollment –**

A form completed by the academic advisor authorizing 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, so be sure to give a copy to the Student Employment Office before you turn the original in to CISP..

#### **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, so do your best to meet the expectations below.

### **Office Etiquette**

- Always say good morning and good night.
- Be on time and accurately log 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 have completed your assigned tasks.
- 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, not at work.
- 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, not personal activities.
- Provide your own reliable childcare and transportation.
- If you are working remotely, be responsible for adhering to any work rules your supervisor provided you and make sure that you are keeping your work space confidential and secure.

### **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. If something happens where you think you might be late or miss work, it is your responsibility to alert your supervisor with as much advance warning as possible. Be aware that it might not be possible for you to make up any missed time.

## **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 & Childcare**

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 babysitter, 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. Their use is dictated by University policy.

## **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. It is up to your supervisor's discretion whether or not you are permitted to use them on the job.

## **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, odors may be disruptive to the workplace. Consideration to our co-workers and customers is essential, so conforming to this office expectation may include such things as 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 they have 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 they have 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 they become 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

AC 236

Telephone: (216) 687-2223

Email: OIE@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. You will receive an email to your CSU email account from the Student Employment Office confirming your job has been entered and the date when you should expect to be able to log into Kronos.

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.
- 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.)
- Kronos is administered by the Payroll department, not the Student Employment Office. For issues with Kronos, please contact them at **payroll@csuohio.edu**.

## Logging into Kronos

- Go to the CSU homepage ([www.csuohio.edu](http://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

## Instructions on Using Kronos

- Go to the Student Employment website: [www.csuohio.edu/studentemployment](http://www.csuohio.edu/studentemployment)
- Scroll down to “Various Forms” section
- Click on “Kronos Instructions” link

## 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](http://www.csuohio.edu/controllers-office/payroll) (Student Employment positions are paid on the Bi-Weekly schedule.)

Compensation will be deposited to your bank account via direct deposit 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](http://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 cannot begin working until the start of the first semester in which they are registered for at least 6 credit hours.

### 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 Consortium/transient students?

Consortium/transient 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/CCP students?

The Post-Secondary Enrollment Options Program (PSEOP)/ College Credit Plus (CCP) program is a state-funded program that offers high school juniors and seniors the opportunity to earn college credit. Participants in PSEOP/CCP 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?

Students are not permitted to volunteer to work for free in any position that would otherwise be paid. If the student does not meet Student Employment requirements, they must go through HR for employment.

### 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! 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?

Kronos is administered by the Payroll department, not Student Employment. The Student Employment Office does not have access to view Kronos. If you are having trouble with Kronos, please contact the Payroll department at [payroll@csuohio.edu](mailto:payroll@csuohio.edu).

### 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?

Contact the Payroll department at [payroll@csuohio.edu](mailto:payroll@csuohio.edu) so that they can make this adjustment for you.

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

No. Your paychecks go directly to your bank account. 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](http://www.opers.org).

### Can I get OPERS contributions refunded to me?

Yes. Your OPERS contributions are refundable to you once you are no longer employed at CSU. For information on how to apply for a refund of these deductions after you have terminated your employment, visit the OPERS website at [www.opers.org](http://www.opers.org).

### I have FWS. Are my wages taxable?

Yes. This is money that represents payment for services rendered, so it is subject to taxation.

### Where do I get my W-2 to file my taxes?

Your W-2 is accessible in the same place as your pay stubs. [See “Timekeeping & Compensation” for how to log into MyProfile for this information.] If you cannot/do not log into MyProfile to obtain it, it will be mailed to your address on file by February 1<sup>st</sup> of each year. So be sure to keep your CampusNet information current at all times so that you may receive this important document even if you have left the University. For more assistance with this, contact the Payroll department at [payroll@csuohio.edu](mailto:payroll@csuohio.edu).

## 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. If they choose to take this break, they must log out of Kronos for its duration.

### 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 &/or enrollment in 6 or more credit hours during the next semester.

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

No, student employment positions are not a class of employment that is 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. 22<sup>nd</sup> 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](http://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 them 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 they 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 their 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. [See "Contact Information"]

### How can I maximize my student employment experience?

Do you want to be more competitive for future job prospects? Are you not sure how your current campus job relates to your career goals? Would you like more opportunity for growth in your campus job? Then the On-Campus Internship Program may be for you! Transform your campus job into an internship by enrolling in a 1-credit hour internship course. For more information, check out the OCIP webpage at [www.csuohio.edu/career-services/campus-internship-program](http://www.csuohio.edu/career-services/campus-internship-program).

## Contact Information

### Student Employment Office

- STUDENTEMPLOY@CSUOHIO.EDU

### Payroll Office

- PAYROLL@CSUOHIO.EDU

### Disability Services

- ODS@CSUOHIO.EDU

### Veteran Student Support Center

- VSSP@CSUOHIO.EDU

### Center for International Services & Programs

- INTLCENTER@CSUOHIO.EDU