

Supervisor Training for Student Employment



Training Outcome:

Learn the process of Student Employment

1. How to Find Student Workers
2. How to Hire Student Workers
3. How to Verify Student is Legal to Work
4. Payroll Setup & Time Card Approval

Types of Student Employment Funding

Federal Work-Study (FWS) Program Funding

Students with FWS funds = priority hiring!

- Funded by the federal government.
- Available to students who demonstrate financial need through the FAFSA.
- Included in annual financial aid packages.

Institutional Student Employment Funding

- Funded by the University.
- Does not require financial need.
- Available to students who don't qualify for Federal Work-Study.

STEP 1 - FINDING STUDENT WORKERS

- Job Posting

HR Career Page via ADP; [link here](#)

- Review Applications
- Interview Students

Posting a Student Employment Position

- Complete the Student Employee Job Posting Form
- Include position summary
- Qualifying questions can be added via ADP
 - (Federal Work Study, Pre-requisite class, hours available, etc.)
- List skills that will be gained through employment
- Job Posting Doc – [click here](#)

Reviewing Student Applications

- Access student applications via ADP
- Review all applications
- Interview qualified students

Access Applications in ADP guide – [click here](#)

Step 2 - Hiring the Student

- Verify Federal Work Study (Preferred) or Institutional Funds

My OWU Portal >Reporting Services>General Reports>Student Employment Awards

- Complete the Student Job Appointment Notice

My OWU Portal >Student Job Assignment Form

MyOWUPortal – [click here](#)

OHIO WESLEYAN UNIVERSITY STUDENT APPOINTMENT NOTICE			
<u>Student Information</u>			
Name:	Gender:	ID #:	SSN:
Email:	HWCC box #:	phone:	
Is student eligible for Federal Work Study?			
<u>Job Information</u>			
Submitter:	Email:		
Supervisor:	Email:		
Job title:	Semester:		
Department:	Account #:		
Pay rate:	Hire date:		
FWS funds available:	Hiring student for the full year?		
Is this the student's second job?			
<u>Authorization</u>			
User checked the box affirming that he/she is the person listed as job supervisor or is otherwise authorized to make this job assignment:			

Student Appointment Notice

- HR receives an automatic system notification that a student has accepted an on-campus job once the appointment notice has been submitted.
- Appointment notices are active for 30 days; if the student hasn't completed onboarding or contacted HR, the appointment notice expires requiring the supervisor to generate a new appointment notice.
- Encourage your student to take immediate action once an appointment notice has been issued.

Remote work is not available for student employees

Quick Tips:

Students can search for open positions on the OWU website: owu.edu/jobs

- A student may hold up to 2 jobs
AVI and BibliU (not included)
- Students can work a maximum of 20 hours per week.
- Resident Advisors (RAs) may hold a second job, but it is capped at 5 hours per week.

Remote work is not available for student employees

Step 3 - Verification of Student Employee

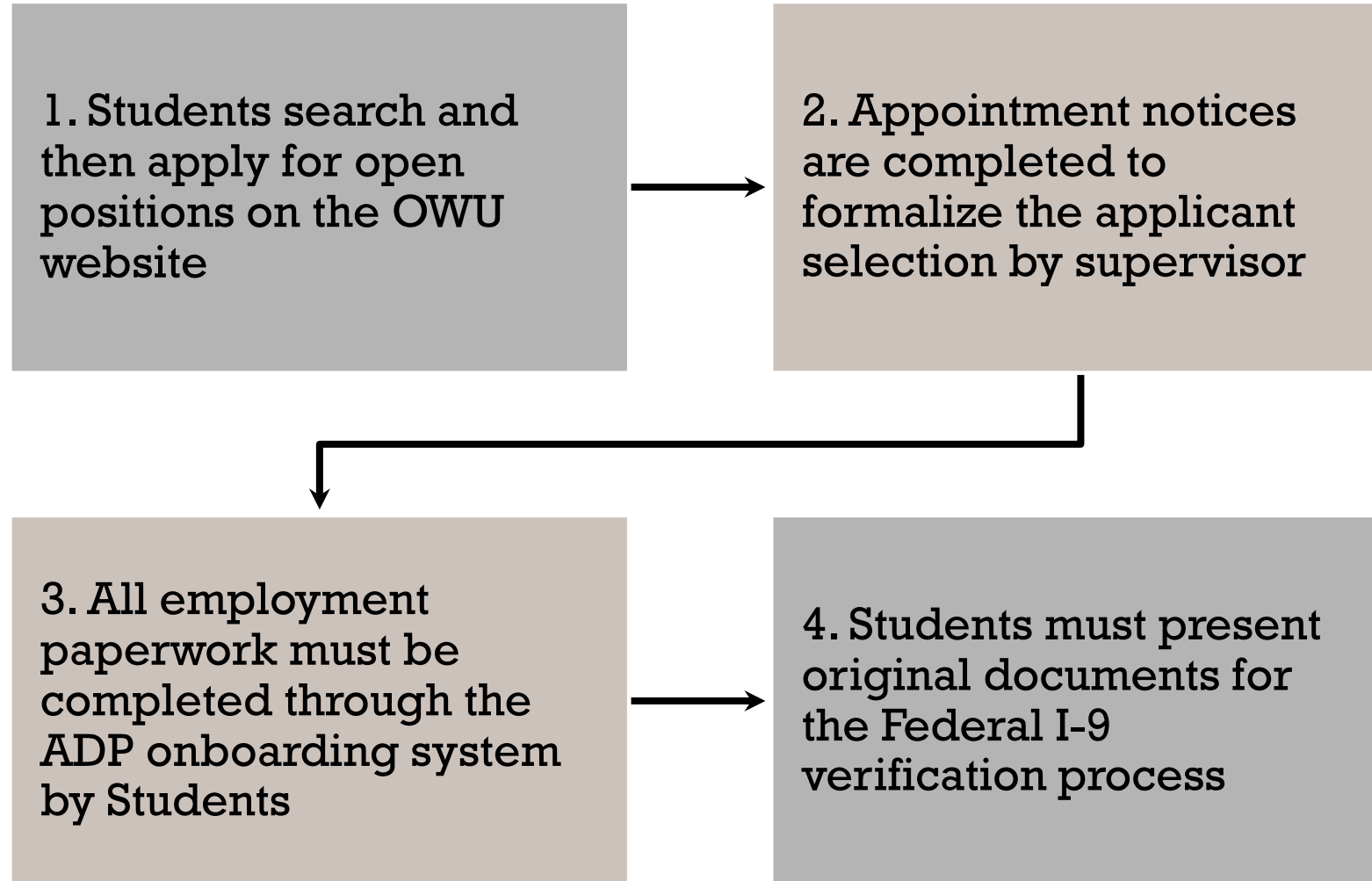
- Supervisors should verify that students have completed their new hire employment documents before they are scheduled to work for your department.
- Students must complete all required onboarding documents through the ADP Workforce Now portal
- New Hires are students that haven't previously worked for the University and must present their I-9 Employment Eligibility Documents (originals) to Human Resources in order to be legal/eligible to work.

I-9 Acceptable documents from U.S. Citizenship & Immigration Services; [click here](#)

Students and their work eligibility documents


- I-9 Employment Eligibility verification is **REQUIRED** – students who have never worked on campus before **must** present their original Federal documents in the HR office after their online onboarding is completed.
- The I-9 is a Federal requirement for all employees, if the I-9 is not completed, the student CANNOT work.
- Once the student has completed the entire process a notification will be sent to both student and supervisor indicating that the student is able to work and record hours.


PROCESS OVERVIEW




Time card and Payroll Process

- Supervisors **must** review all student employee time cards.
- Make sure the correct account number and hours are being entered before approving the time card.
 - Some student employees have 2 jobs.
 - The below screenshot is a example of a student with 2 jobs.
 - **Make sure to only approve hours worked for your department.**

Current Pay Period 

3/3/2025 

3/16/2025 

Find





Show Pay Class

Timecard

Totals

Schedule

Time Off Balances

<	<input type="checkbox"/> Approve	Week 1	In - Out	Pay Code	Hours	Fund	Dept	Account	Project	Daily Totals	▼
	<input type="checkbox"/>	Mon 03/03	-		0.00	10	3500	6055	00000	0.00	
	<input checked="" type="checkbox"/>	Tue 03/04	12:30 PM - 03:30 PM		3.00	22	1900	6055	69099	3.00	
	<input type="checkbox"/>	Wed 03/05	-		0.00	10	3500	6055	00000	0.00	
	<input checked="" type="checkbox"/>	Thu 03/06	12:30 PM - 03:30 PM		3.00	22	1900	6055	69099	3.00	

Time card and Payroll Process - continued

- Time card approval is critical. Delays result in the payroll process being behind schedule or a student not getting paid.
- Approve time cards on time.
- **Supervisors!** Mark your calendar for bi-weekly timecard approval beginning Monday, September 1st. (Timecards are Due Friday 8/28 due to Holiday)
- The first regular student pay is on September 5th.

Payroll Calendar – [click here](#)

Time card and Payroll Process - continued

- All student employees are provided with instructions on how to use their time card and log their hours.
- Student employees must log their hours as they work.
- Student employees should never log their hours ahead of time.

RED FLAG – IF YOU DON'T SEE A TIMECARD FOR THE STUDENT, this means the student hiring is not complete, and they will not get paid, contact HR immediately!

Student Training Requirement

(students must be paid for training time)

Constructive Dialogue training, 3 hours

Workplace Readiness Certificate, 45-90 minutes

COMMONLY ASKED QUESTIONS

1. What is the status of the application/student?

Student Employment is happy to share where we are in the hiring process

2. What steps do I take once we've identified the student we want to hire?

Assuming the job has been posted and the student applied for the position; you will need to complete the student appointment notice to begin the hiring process

3. Timecard issues?

Supervisors should only approve the lines for the students that worked in your department

4. How many hours can students work?

20 hours a week maximum during the semester

40 hours a week maximum during breaks

5. Current minimum wage?

\$10.70 per hour

Questions should be emailed to studentemployment@owu.edu

Questions?

Check out the Supervisor Toolkit on the Student Employment website; [click here](#)

THANK YOU!

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Resources
Imogene Johnson – Director of Human Resources

The logo for Ohio Wesleyan University, featuring the text "Ohio Wesleyan University" in white on a red square background, with a vertical white line to the right of the text.

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