Student Employment Center

University Human Resources Service Center
Who are we?

• A specialized and dedicated team that serves all student employment positions on campus
  • Located in University Plaza suite 150
  • Ph: (541)737-2915
  • hr.oregonstate.edu/student-employment

• Hourly Employment
  • student.employment@oregonstate.edu

• Graduate Assistants
  • hr.gradassistants@oregonstate.edu
What do we do?

- Focusing on enhancing the student experience
- Provide supervisors and students with consistency and efficiency
- Utilize a hiring workflow that is simple, secure, and fully digital
  - The use of Benny Hire, DocuSign, and other IT solutions enables a quick and efficient hiring process
Benny Hire

• [https://hr.oregonstate.edu/benny-hire](https://hr.oregonstate.edu/benny-hire)

• Departments that hire more than 25 students a year have at least one Benny Hire Liaison
  - Not sure? Send an email to student.employment@oregonstate.edu

• Departments that hire less than 25 students a year, the Student Employment Center will act as your Benny Hire Liaison.
  - Send all information to student.employment@oregonstate.edu
  - Student Employment Request Form (SERF)
    - [hr.oregonstate.edu/student-employment-program/tools-employers-supervisors](http://hr.oregonstate.edu/student-employment-program/tools-employers-supervisors)

Welcome!

Benny Hire is the system that the university uses to process all student employment positions: hourly student hires, graduate assistant hires, graduate assistant rehires, and graduate assistant reappointments. Using a combination of technological tools and process efficiencies, this new solution significantly decreases the number of steps in the hiring process, creates a more transparent hiring process for departments and reduces the number of people involved in the overall hire.

Log in to Benny Hire  For Benny Hire licensed roles including HR/liaison, BC finance, EIR, Central Payroll and CHC/MVHC

Request Hourly Student Job Posting  For hiring supervisors

Request a grad assistant hire  For hiring supervisors
Workflow

Benny Hire Hourly Training Videos
hr.oregonstate.edu/benny-hire-hourly-training-implementation
Job Posting Request Form

- Job Posting Request Form
- General Information
- Position Details
- CHC/MVHC
- Notes (optional)

- Tips
  - Hourly rate do not enter $ 
  - All tabs must be completed before you can submit 
  - Supervisor must have an active eligible position on date request is submitted
Enter any identifiable information: Posting Number (P0XXXXXSE) or Position Number (C5XXXX) or Department Name or Org/Dept Number.

**Initiate Hourly Appointment(s)**

- **Single Hire (one student to one position)**: Single Hire should be used when you want to appoint a single student to a single position within the Org the posting has defined. A single Hourly Appointment record will be created for the student.
- **Multi Hire (one student to many positions)**: Multi Hire should be used when you want to appoint a single student to multiple positions within the Org the posting has defined. Multiple hourly appointment records will be created for the student.
- **Bulk Hire (many students to one position)**: Bulk Hire should be used when you want to appoint a large number of students to a single position within the Org the posting has defined. A single hourly appointment will be created for each student.
Initiate Hourly Appointment (cont.)

Information from posting is pre-populated; Index, Position Title, Hourly Rate, Supervisor, CHC/MVHC. All fields but Home Org are able to be changed.
Hourly Appointments

The Student Employment Center processes employment in this order:

- **Eligibility Check:** We determine if the student meets eligibility requirements. Sends out all required forms.
- **CHC Review:** CHC/MVHC is being processed. HR must receive the results to move appt forward.
- **Final SESC Review:** The student has yet to complete all required forms, including the I-9 verification.
- **Active:** All requirements are completed. The student and supervisor will receive a "Cleared to Work" welcome email. The student CANNOT work until this email is received.
Terminations

Termination Request Form
- Enter OSU ID, Date of Termination, Reason, Select job(s) to be terminated

Termination Requests
- Lists all termination requests
- Stages
  - Requested
  - Processed
  - Canceled
**Change Requests**

- Must be in Active Stage
- Select Change Type
  - Supervisor
  - Wage
- Effective Date
  - CANNOT be backdated
- Job Details
  - Indicate Change
- Submitted request goes into Final SESC Review Stage

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**Hourly Appointment: Aleksandras Vidmantas, 933291981**

**Applicant Information**
- Name: Aleksandras Vidmantas
- CSU ID: 933291981
- Email: vidmantas@oregonstate.edu

**Funding Information**
- Index: PO12SN
- Activity Code: 45U
- Labor Distribution %: 100.00%

**Appointment Change Request**
- Change Type
- Effective Date of Change

[Request Changes]
Important New Student Employee Information

Hourly Student Employment
Cleared for Work

- Students may not begin working in their position until they have been cleared for work by the Student Employment Center.
  - Email is sent to student and supervisor.
  - Includes position details (hourly rate, Job Title, etc).

- PowerPoint "Important New Student Employee Information available on both, Tools for Students and Tools for Supervisors website.
  - hr.oregonstate.edu/student-employment-program/tools-students
  - hr.oregonstate.edu/student-employment-program/tools-employers-supervisors
My Employee Dashboard

- NON-OSU STUDENTS
  - Must activate ONID and DUO in order to access any OSU system

- my.oregonstate.edu
  - Resources ➔ Employment
    - GRA, GTA, & Student Employee FERPA training
    - Paystubs
  - Resources ➔ Financial
    - View W2’s and direct deposit information
  - Login access to OSU systems
    - EmpCenter
    - Canvas
    - MyDegrees
    - DocuSign
    - Box
How many hours can I work? When do I get paid?

- Total allowable hours are a combination of all positions held by student
  - Can work up to 20hrs/week while their classes are in session during any term.
    - Includes on-campus, e-campus, and hybrid classes
  - Can work up to 40hrs/week during any break
    - Winter break, Spring break, Summer break or taking a term off
- Pay periods go from the 16th of the month to the 15th of the following month.
  - Paid on last working day of the month
  - Example: pay period 9/16/20-10/15/20, paid on 10/30/20
  - Pay checks are either mailed to current address on file or direct deposited
Do you have Work-Study; if so, how does it work?

- Work-Study Awards are handled by the Office of Financial Aid
- Most hourly student positions are eligible to use the work-study award
  - The award is automatically applied to eligible positions.
  - You and your supervisor will receive an email from the Office of Financial Aid with Conditions of Federal Work-Study Employment information
- You will still receive a regular paycheck
  - Work-Study award **does not** reduce your loan or tuition balance
- If you don’t use your entire award balance, you will lose it. It cannot be applied to another academic year
  - Is tracked on your timesheet
How do I clock in/out for work?

- EmpCenter is OSU’s timekeeping system
  - Must select correct timesheet (Listed by Job Title)
    - Select clock in/out
    - Manual entry requires a comment to be added
    - Balance tabs located at bottom of timesheet
      - Oregon Sick Leave
      - Work-Study
  - Must enter all meal (lunch) periods but not rest (breaks) periods
  - Must be finalized and submitted by end of day on the 15th of the month, otherwise will be paid based on what is entered
  - Read the EmpCenter User Guide, link on last slide
If I’m out sick, do I still get paid?

- Oregon “Mandatory” Sick Time Law does apply to student employees
  - Available to use on the 91st calendar day of employment
  - Accrue one hour of sick leave for every thirty hours worked
    - Balances are tracked on your timesheet in EmpCenter
  - Able to use up to 40 hours of sick leave per academic year (July-June)
  - Those using their Work-Study award are not eligible for accrual or use of sick leave.
  - Remaining sick leave is not paid out upon termination
Is there mandatory training for all student employees?

• All student employees are required to complete the Critical Training provided by University Human Resources
  • Completed in the Bridge Training Management System
  • Must be completed within 60 days of receiving enrollment notification via email
  • Training counts as time worked and is to be recorded on your timesheet. Coordinate with your supervisor on training times

• Topics are:
  • Ethics
  • Mandatory Reporting of Child Abuse
  • Information Security
  • Equal Opportunity & Access
Resources and Links

- Activate ONID
- my.oregonstate.edu
- FERPA Training Module
- Student Employment Manual
  - Direct Deposit
  - Office of Financial Aid
  - EmpCenter User Guide
- Oregon Law regarding meal and rest periods
  - Benefits: Oregon Sick Leave
- Bridge Talent Management System
- OSU Critical Training Program
- OSU’s Student Employment Program
Overall Expectations

• All hours worked must be entered on the correct timesheet
  • If student has more than one position, they will need to select an “assignment” (position) before they can clock in/out
  • Manually entered time must include a comment
  • Combined total hours cannot exceed 20hrs/wk while student is taking classes
• Red-Level Exceptions (error not paid) must be corrected
  • Notification is shown at bottom of timesheet under the Exceptions Tab
  • If not corrected by timesheet deadlines, student will not be paid for any shift(s) in which this error is present
Deadlines

- **Student** must submit their timesheet no later than noon on the 16th of the month.
- **Supervisor** must approve their timesheets no later than noon on the 17th (or next business day, if 17th falls on a weekend or holiday).
  - Supervisors can approve timesheets that have not been submitted. It is your responsibility to know when your employees work.
  - If not approved a certification request from DocuSign will be sent.
Delegation

- Supervisors may delegate responsibilities to another employee that currently supervises
  - Approve timesheets
  - Time off requests
  - Edit employee time
- If you delegate, you will still be able to complete all EmpCenter tasks for your employees
Thank You