Student Employment At Oregon State University

Information for new student employees
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
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 noon on the 16th of the month, otherwise will be paid based on what is entered
• Read the EmpCenter User Guide, link on last slide
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

If I’m out sick, do I still get paid?
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
What else am I required to do?

- Must maintain Student Employment Eligibility during duration of employment
  - Enrollment
  - Minimum credit requirements
  - VISA
- Must follow Maximum Allowable Work Hours
  - Term off
  - Breaks
  - Overtime
- Must complete EmpCenter timesheet accurately and timely
  - All hours worked must be entered on the correct timesheet
  - Manually entered time must include a comment
  - Must correct all Red-level Exceptions, otherwise you will not be paid for any shift(s) in which this error is present
    - You will receive notifications from EmpCenter when you have a Red-Level Error. Most common reason is missing in/out punch
    - Timesheet must be submitted no later than noon on the 16th of the month
Who do I contact if I have questions??

- The Student Employment Center
- Hourly Employment Email: student.employment@oregonstate.edu
- Graduate Assistants Email: hr.gradassistants@oregonstate.edu
- Location: University Plaza suite 150, Corvallis.
- Phone: 541-737-2915
- Website: hr.oregonstate.edu/student-employment
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
  - Holiday Schedule and Pay
  - Benefits: Oregon Sick Leave
- Bridge Talent Management System
- OSU Critical Training Program
- OSU’s Student Employment Program