Student Employment At Oregon State University

Information for new student employees

10/6/2020
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 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
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
What else am I required to do?

- Must maintain Student Employment Eligibility during duration of employment
  - Enrollment, Minimum credit requirements, VISA, etc
- Must follow Maximum Allowable Work Hours
  - Term off, Breaks, Overtime, etc
- All employees and students are required to comply with the university’s COVID-19 Vaccination Program. Please visit https://covid.oregonstate.edu/ for additional information about OSU’s plans for safety and success, as well as options for compliance with the vaccination program.
- 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