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 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
• Oregon “Mandatory” Sick Time Law does apply to student employees
  • 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
Who do I contact if I have questions??

- The Student Employment Center
- Email: student.employment@oregonstate.edu
- Location: University Plaza suite 150, Corvallis. Closed during COVID-19
- Phone: 541-737-2915, voicemail only during COVID-19
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