

Student Employment Office FAQs:

The Student Employment office strives to ensure each student is supported throughout their academic and professional journey at Oberlin College. Our office is accessible and available to all students to assist with any employment-related inquiries or concerns. We encourage students to reach out directly to us via email, phone, or visit us in person.

Student.Employment@oberlin.edu

440-775-8144

Service Building, Room 205 M-F 8 am - 5 pm

Below, find some of our most commonly asked questions and concerns.

Where can I find a job?

1 oberlin.edu/jobs is the only college-approved posting site for student employment jobs that ensures timely processing for payroll setup. Jobs are posted throughout the year and are available in multiple offices across campus.

How do I get paid?

2 Direct Deposit is a condition of employment. This ensures you receive your funds directly into your account in the quickest manner possible.

How soon can I start working?

3 If you have never worked at Oberlin College before, SEO must receive a hire request from your supervisor and you must submit all required new hire documentation. The forms and instructions can be found on the SEO website. Work may commence once all items have been received and processed.

If you've previously worked for Oberlin College, you are able to begin work as soon as your job is available in the time record keeping system.

How do I log my work hours?

4 All students will use Time Clock Plus(TCP) to record their work time. TCP is available via a web client link or directly on your mobile device via the Mobile Clock App, where you can clock in/out of your job. The use of TCP ensures accurate and timely pay for every student.

Who should I contact if I forget to clock my worked shift?

5 Your supervisor will always be your first point of contact for missed time entries, as they can edit and enter any missed segments. Any supervisor corrections must be completed prior to the posted payroll deadlines. If you experience technical issues, you may reach out to TimeEntryHelp@oberlin.edu

What should I do if the pay period closed and I forgot to enter time?

6 Reach out to your supervisor with the important details of your missed time segment. Your supervisor will complete a Missed Student Pay Form and submit it to the Payroll Office for processing. Visit our website to obtain a copy of the Student Payroll Calendar with pay period, approval deadline, and payment dates.

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Visit our website www.oberlin.edu/StudentEmployment and find:

- TimeClock Plus Guides and Tutorials
- Student Payroll Calendar
- Additional Resource Materials for Students
- Our Full Student Employment Policy and Procedure Statement