

Student Employment New Hire Information

For first -time Oberlin College student workers

OBERLIN
COLLEGE & CONSERVATORY

Introduction

- **Welcome**
- **Student Employment Office (SEO) Location and Staff:**
 - Department of Human Resources, 173 W. Lorain St (Ronald Watts Service Building), second floor, Room 205
 - Jose Garcia, Director of People Analytics and HRIS
 - Connie Nagle, Student Employment Coordinator:
- **Responsibility of SEO**
 - To ensure students are properly hired within federal and state regulations
 - To enter jobs into Banner, the HR Information System of record
 - To provide resources to students and employers to assist with student hiring

Applying for Student Jobs

- jobs.oberlin.edu--official Oberlin College job posting and applicant site
 - Search “Student Workers”
 - To apply, create an account using a password of your choosing
- **Job postings, interviewing, and hiring and done by the individual departments**
 - Employment is not guaranteed for any student
 - apply for as many jobs as possible to increase chances of getting hired
- **Students must be enrolled at Oberlin College to be employed as a student worker**

Applying for Student Jobs cont'd

- **Campus Dining positions are posted and hired through the College's food service vendor, AVI Foodsystems**
 - To apply for a Campus Dining position, visit the AVI Foodsystems website, <https://avi-foodsystems.jobs.net>
 - Jobs with AVI for not qualify for Federal Work Study (FWS) since employees of AVI are not employees of Oberlin College
- **Some Federal Work study jobs may have a separate application process (see FWS vs Non-FWS jobs section below)**

Federal Work Study (FWS) vs. Non-FWS Jobs

- **Most student jobs qualify as both FWS and non-FWS jobs**
 - Most FWS and non-FWS jobs are posted on the main jobs site jobs.oberlin.edu
 - Grant-funded and Resident Assistant positions are non-FWS only
 - Jobs through the **Bonner Center For Community-Engaged Learning, Teaching, and Research** with our community partners (Community Based Work-Study Program) are **FWS only**
 - The Community Based Work-Study Program allows students with FWS to earn those funds by working with local non-profit and public sector agencies in Oberlin.
 - Work opportunities are available in a wide variety of fields, including education, social services, local history, arts programming, and environmental sustainability

FWS vs. Non-FWS Jobs cont'd

- More information about the program and community partners can be found on the Bonner Center website: <https://www.oberlin.edu/bcsl/programs/community-work>
- Jobs openings for the fall will be posted on serve.oberlin.edu starting in August. Click on the green employment opportunities button to see all available positions and how to apply
- **SEO checks FWS award status during processing and sets up job accordingly**
 - Once earned wages exceed FWS award, continuation of job is dependent on department budget and type of job (FWS-only jobs would cease)

Required New Hire Documentation Process

- **SEO will send an email to new hires with instructions for submitting new hire documentation once SEO receives a hire request from the hiring department**
 - Due to federal regulations, documentation cannot be submitted before being hired—legally you must be hired for a position and our office must receive the hire request before we can request or accept required new hire documentation
 - Students must not begin work until all required documentation has been submitted and the student can access TimeClock Plus (TCP)

Required New Hire Documentation Process cont'd

- **Required Documentation:**
 - **New Hire paperwork**
 - **Federal I-9 supporting documents**
 - **Direct Deposit set-up**

Required New Hire Documentation Process cont'd

- **New Hire paperwork**

- Forms and submission portal are found on [our website](#)
- Federal W-4 tax form
- Ohio Department of Taxation (OHIT-4) form
- Federal Employment Eligibility Verification (I-9) form
- Incomplete or improperly completed forms will be rejected and student will be notified via an email from OnBase

Required New Hire Documentation Process cont'd

- **Federal I-9 supporting documents**

- List of Acceptable Documents on page 2 of the [I-9 form](#)
 - Students hired must submit either a document from **List A** or a combination of **one document from List B AND one document from List C**
- Required by U.S. Department of Homeland Security to establish identity and employment authorization
- Federal law requires the actual, unexpired documents to be submitted **in person** by the student to the SEO for physical verification
 - Copies (photocopies, digital, scanned, emailed, or notarized), photos, faxes, etc. cannot be accepted—**BRING your documents to campus with you!**

Required New Hire Documentation Process cont'd

- **Direct Deposit**

- Required as a condition of employment
- Students need to enter their U.S. bank account information in the Direct Deposit Allocation option in OberView
 - Students without a U.S. bank account can open one at the College's partner bank, Huntington, located in Oberlin near campus

Required New Hire Documentation Process cont'd

- **International (F-1 visa) Students without a Social Security Number**
 - Leave soc sec number blank on new hire paperwork
 - Need to contact the International Student and Scholar Services Office for assistance in applying for a Social Security Card for payroll and tax purposes
 - Once F-1 visa students receive soc sec card, submit the card to SEO either in person or via the new hire paperwork portal on the SEO website
 - F-1 visa students can begin working before they have applied for or received their soc sec card provided all other legally required new hire documentation has been submitted

TimeClock Plus (TCP)

- **TCP is Oberlin College's official live timekeeping system of record**
- **Options for use are mobile app or web clock**
 - [Mobile app set-up guide](#)
 - [Web clock](#)
- **Badge/ID number is T# without the T and leading 0, PIN is the last four digits of soc sec number**
 - International (F-1 visa) students without a soc sec number—PIN is 9999 until soc sec card is submitted to SEO to be updated in Banner

TimeClock Plus (TCP) cont'd

- **Students must clock in and out of all shifts, unless instructed otherwise by supervisor**
 - Please contact your supervisor immediately if you forgot to clock in or out, or if your work hours in TCP need to be adjusted/corrected for any reason
- **You must not begin work and will not be able to access TCP until all legally required new hire documentation has been submitted and your job has been set up by SEO**
 - Timeframe for job set-up processing is 2-5 business days from submission of all required documentation

TimeClock Plus (TCP) cont'd

- **Contact** TimeEntryHelp@oberlin.edu if you have issues with TCP functionality

Payment

- **Student employment pay periods run for two weeks (Monday-Sunday)**
- **Payday is every other Friday and will be directly deposited into your bank account**
 - [Student Payroll Schedule](#)
- **Pay is based on recorded shifts in TCP prior to payroll deadline**
 - Exceptions that will not be processed by payroll
 - Two jobs clocked in at once
 - Extended shifts (10+ hours) not approved by supervisor in TCP
 - Shifts with missed clock outs

Payment cont'd

- **Pay stubs can be found in the Employee Dashboard option in OberView**
- **W-2's are electronic and issued by January 31 of the following year and are available in the Employee Dashboard via OberView**

Additional Policies

- **Students should not work more than 20-30 hours per week. You are a student first and studies show working more than 20 hours a week, while being a full-time student, has negative impacts on academics. Additionally, the college tracks hours worked and is obligated to report for Affordable Care Act and Internal Revenue Service tracking.**
 - International (F-1 visa) students cannot work more than 20 hours per week per federal regulations-tracked by International Student and Scholar Services Office
- **Students must be in Ohio to work**
 - Exceptions for short-term school breaks, vacations, holidays, etc.

Website and Contact Information

- **SEO website:** oberlin.edu/human-resources/student-employment
- **SEO email:** student.employment@oberlin.edu
- **Phone number:** 440-775-8144