



Oregon State
University

Student Employment At Oregon State University

Information for new student employees

7/1/2023

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 24hrs/week while their classes are in session during any term. International students on F-1 or J-1 Visas are limited to 20hrs/week per federal regulations
 - 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.
 - Payday is the last business day of the month
 - Example: pay period 9/16/22-10/15/22, paid on 10/31/22
 - Pay checks are either mailed to current address on file or sent via direct deposit
 - Please ensure that your current mailing address is



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 ALL eligible positions. (If a student has multiple jobs, the student/supervisor cannot choose which jobs the work-study funding goes towards.)
 - 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



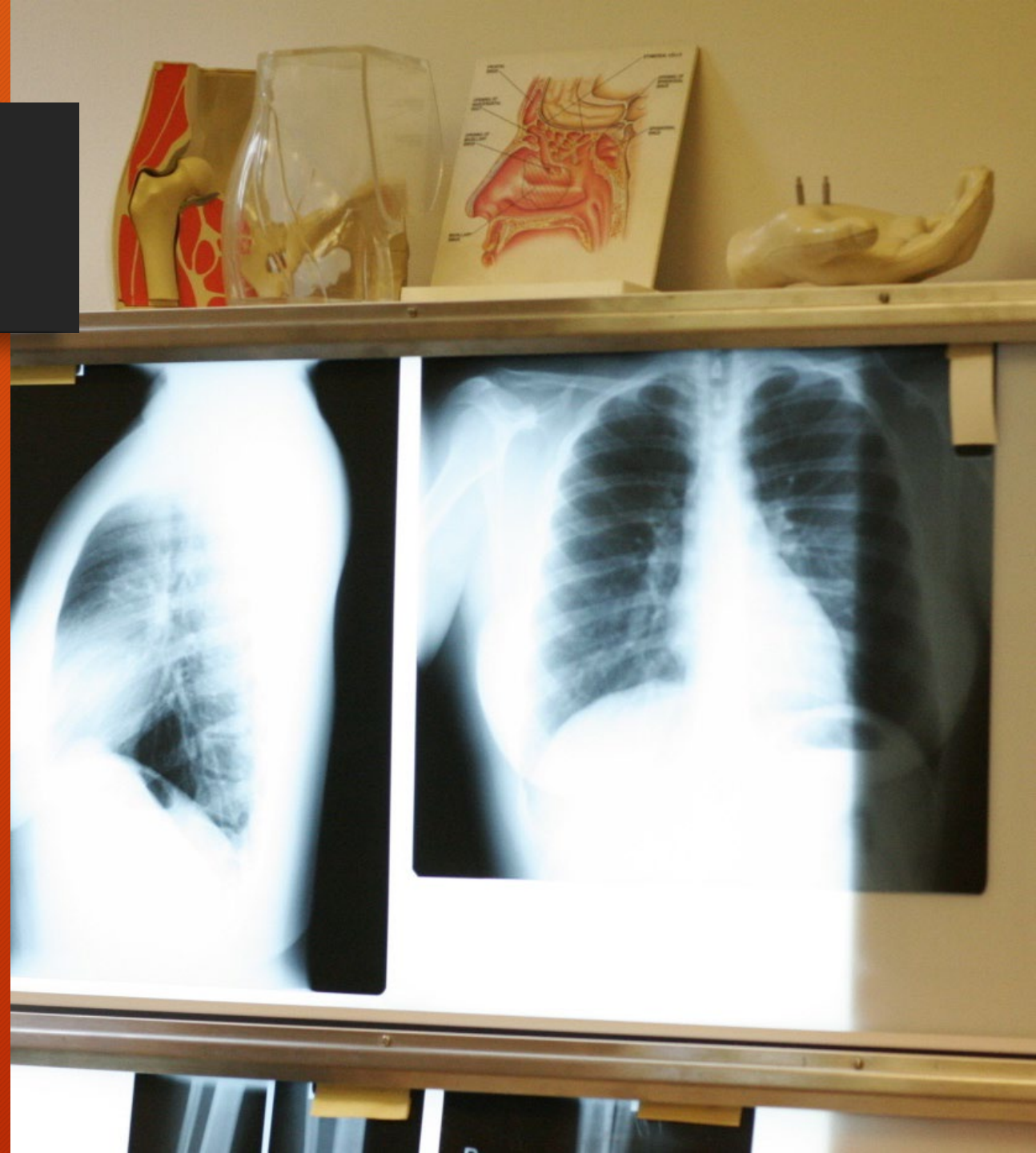
How do I clock in/out for work?

- [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 record all meal (lunch) periods in EmpCenter, but not rest (breaks) periods.
 - A meal period of no less than 30 minutes must be provided to student employees who are scheduled to work six or more hours in one work period. You must clock out for your meal period and clock back in when you return to work.
 - [Break Periods and Leave Policy](#)
 - Timesheets must be finalized and submitted by noon on the 16th of the month, otherwise you will be paid based on what is entered on the timesheet at the time the pay period closes.
 - 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
- 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**



Belonging, Community & Cultural Resources

- A culture of belonging.
- Connecting you with Community, Diversity and Cultural Resources
 - Diversity & Cultural Engagement
 - Belonging: Everyone is a piece of the puzzle
 - Diversity and Cultural Resources



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](#)