

Frequently Asked Questions

The Student Employment Program
The Ohio State University at Newark

What is the purpose of the Student Employment program?

The Student Employment program is to assist in meeting the needs of the University, provide University students with financial support in pursuit of their academic goals and provide opportunities for academic or administrative job experience.

Why would I want to participate in the Student Employment program?

These work experiences will help prepare you for future career opportunities. You will learn time management skills, employee responsibility, and in some cases gain leadership experience, while earning a paycheck. Along with strong work habits and job skills, you will also develop an excellent source for future job references to enhance your resume. Having acquired these skills and taking on increasingly greater work responsibilities will be an advantage to you as you enter the job market. In addition, the convenience of working on campus will help you develop ties to the campus community through new friendships and experiences.

What is the difference between Federal Work Study (FWS) and Student Wages?

Federal Work Study (FWS) is awarded to students based on financial need and the availability of funds. Students will be notified of their FWS eligibility in the Financial Aid Award Letter. Students must adhere to the Financial Aid Standards of Academic Progress Policy, must be enrolled at least six credit hours, and may not earn more than their annual FWS award.

Student Wages are available to students who do not meet FWS eligibility requirements.

How do I know what jobs are available?

All available positions are posted on The Newark Campus Website:

<http://cms01:37976/currentstudents/financialaid/studentemployment/Pages/CurrentJobOpenings.aspx>

How do I apply for a job?

Thoroughly read each job description to be certain that you qualify for the position. Complete and submit a Student Employment Application to the Office of Financial Aid. You may apply for more than one job on an application. Applications are available in the Office of Financial Aid and

<http://www.newark.osu.edu/CURRENTSTUDENTS/FINANCIALAID/STUDENTEMPLOYMENT/Pages/default.aspx>

Do I need to complete an application ?

Yes, all student employees must have an application on file.

What must be done before I can begin working?

A Student Employment application and all tax forms must have been properly completed by the student and your supervisor must have completed a Placement Record & Payroll Authorization.

What is the pay?

Pay rates range from \$7.70 to \$8.72 per hour. The pay rate for each position is on the job description.

Where do I get a timesheet?

Timesheets are located at <https://etimesheet.osu.edu>

Your supervisor will instruct you on timecard completion procedures.

When is payday?

Payday is generally every other Friday. Holidays may require this to change. Please refer to <http://cms01:37976/currentstudents/financialaid/studentemployment/Pages/default.aspx> for specific dates.

How do I get more information?

Phone: 740-366-9364 (Local)
614-292-4094 (from Columbus)
1-800-9NEWARK (Anywhere)

FAX: 740-694-9533
E-mail: finaid@newark.ohio-state.edu

Web: <http://cms01:37976/currentstudents/financialaid/studentemployment/Pages/default.aspx>

Employee Handbook <http://cms01:37976/currentstudents/financialaid/studentemployment/Pages/default.aspx>