



THE HUMAN RESOURCES OFFICE is designed to assist you in your job search on campus. It is a centralized place to find job information for all campus and community service work-study jobs. In addition, the HR Office...

- posts available job openings on the HR website
- answers your questions about student employment
- informs supervisors of student eligibility for College Work Study and serves as the on-campus liaison for community service work-study students
- assists students in completing employment documentation and processes payroll

How do I find a student job?

- **Check the on-campus job postings on the HR webpage:** <https://www.asbury.edu/offices/human-resources/on-campus-student-jobs/>
- **Visit the departments** in which you are interested in working. Talk to the supervisors and let them know the hours you are available to work.
- **If you are having trouble finding a campus job, please remember to check the HR website regularly as we frequently update it.**

How do I get paid?

Once you have secured a job, **but before you begin working**, you will need to complete an onboarding process through our payroll vendor, Paychex. This will include completing a profile in the system, completing your I-9, W-4, K-4 and direct deposit, and bringing your original forms of ID as outlined in the I-9 document. You start this process by coming to the HR office with your documents. Appointments are strongly encouraged.

When do I get paid?

Students are paid every two weeks through our payroll vendor – Paychex. The Student Payroll Schedule is posted at <https://www.asbury.edu/studentjobs/forms/>

Do Student Wages get applied to my student account?

No. You will receive a direct deposit to your bank account when you complete the information. Student Account Payments can be made online with your debit card.

What is College Work Study Program (CWSP)?

- Federal College Work Study is awarded to eligible students by the Financial Aid Office. Your financial need determines your eligibility. Because of this need, departments are asked to give preference to CWSP students in the hiring process if possible.
- CWSP money is paid to you and is NOT applied to your student account bill directly.
- CWSP jobs are not guaranteed. However, the HR Office can assist you in finding a job.

IMPORTANT

You MUST present your **US Passport or picture ID and Social Security Card or Birth Certificate** to be hired for any campus job. *After you are hired for a campus job, visit the HR Office before you begin work with the documents listed above.*

You will then complete your tax (W-4 and K-4) and employment eligibility (I-9) forms, along with direct deposit information. You CANNOT begin working until these forms are filled out. Student wages are subject to both federal and state income tax.

INTERNATIONAL STUDENTS

International students must obtain a Social Security number **before beginning** work on campus. After you are hired, **but before you begin working**, come to the Human Resource Office. You will need to complete student employment documents: W-4, K-4, and I-9 forms. For the I-9 form you will need to bring your Passport & I-94 form, which can be found at <https://i94.cbp.dhs.gov/i94/#/home#section> **The Human Resources Office must verify that you have the correct documentation to work in the United States, and provide you with needed information to apply for a Social Security Card.**

OFFICE OF CAREER AND CALLING

Information for off-campus jobs is available in the Office of Career and Calling on the main floor of Kinlaw Library:

careerandcalling@asbury.edu 859.858.3511 ext. 2401

www.asbury.edu/career

HUMAN RESOURCES

Hager Administration Building

2nd Floor, Room 208

(859) 858-3511, ext. 2240

Human.resources@asbury.edu

We look forward to helping you in your on-campus job search!