

# Student Employment

---

The goal of the Student Employment Office is to help students find employment on-campus and to support them throughout their entire hire experience.

---

Katelyn Geurink – Associate Director

*Grand Valley State University*

# Benefits of working at GVSU

---

- Bi-weekly paycheck
- Campus involvement
- Develop skills and work ethic
- Meet other students on campus
- Be a part of the community
- Build relationships with faculty and staff
- Grow your resume

# Workday

---

- Go to [www.gvsu.edu](http://www.gvsu.edu), click on the “W” icon, and sign in with your GVSU network details
- Only apply for jobs you qualify for
- Continue to check for new jobs weekly
- Do not apply for Federal Work-Study positions
- Apply to at least 5 jobs to increase your chances of finding employment you enjoy

# After You Apply

---

- Be Patient
  - Could take 2-4 weeks from time of application to interview
  - Could take 2 weeks from interview to first day of work
- Applying for a job doesn't mean you will get the job
- Keeping applying
- Contact hiring department to learn more
- Prepare for job interviews
  - Contact the Career Center for more information
  - [www.gvsu.edu/careers/](http://www.gvsu.edu/careers/)

# After You Get Hired

---

- Complete your employment paperwork BEFORE starting work
- Create a schedule with your supervisor
- Clock your hours in Workday
- Be committed to your schedule
- Communicate with your supervisor
- Grow and challenge yourself
- Think about how this job fits your career goals
- Ask questions

# Employment Paperwork

---

- All tasks are started in Workday
- Federal Form I-9
  - Must present your original documentation in person
    - Passport
    - I-20 or DS-2019
    - I-94 (can be found online)
- Tax Forms
  - State W4
  - Federal W4
  - City Tax Form (only if you live/work in GR, Muskegon, Walker, or Detroit)
- Direct Deposit
  - Open an account with a local bank and deposit your check electronically

# Regulations and Policies

---

- 20 hours per week during the academic year
- 40 hours per week during the Spring/Summer semester and during breaks (Winter Break and Spring Break)
- Follow hour regulations despite job posting requirements
- Will receive violation email if hour overage occurs and PIC will be notified as well
- You are not authorized to work off-campus

# Social Security Number (SSN)

---

- Must have an SSN to work on campus
- Can start working after applying for SSN
- Can start working if appointment is still upcoming
- Student Employment provides fake SSN that allows you to start working
- Padnos International Center can help you apply
- Must come back to Student Employment once new SSN is received



# Tips for Success

---

- Be flexible
- Try new things and be open minded
- Jobs are short term – if you don't like your job at first, remember it's not forever and is a good learning experience
- Build a good network with friends, faculty and staff
- Budget your money well
- Have a positive attitude

# Professionalism

---

- Arrive to your shift on time, every time
- Notify your supervisor right away if you need to change your schedule or if you cannot come to your shift
- Do not use your phone at work
- Dress appropriately based on your job
- Always treat your supervisor and coworkers with respect
- Work hard and do your best
- Be willing to learn new tasks

# Payroll vs. Student Employment

---

## Student Employment

- Form I-9
- Hour Regulations
- Workday job search
- Supervisor concerns

## Payroll Office

- Tax forms
- Direct deposit
- Paychecks
- Workday time tracking

# Resources

---

## Student Employment

Phone: (616) 331-3238

Fax: (616)331-3180

Email:  
[studentjobs@gvsu.edu](mailto:studentjobs@gvsu.edu)

Website:  
[www.gvsu.edu/studentjobs](http://www.gvsu.edu/studentjobs)

## Payroll Office

Phone: (616) 331-2237

Email: [payroll@gvsu.edu](mailto:payroll@gvsu.edu)

Website: [www.gvsu.edu/payroll](http://www.gvsu.edu/payroll)

## Padnos International Center

Phone: (616) 331-3898

Website: [www.gvsu.edu/pic](http://www.gvsu.edu/pic)