



## STUDENT EMPLOYMENT ORIENTATION

### Hiring Process and Procedures

**Congratulations** on being awarded Federal Work Study at Jackson State University and welcome to our employment community! Prior to accepting a position, here is what you should do following your hire:

#### **1. Complete Student Employment Training in Canvas**

Once you are awarded, you will receive an invitation that will be emailed to your JSU student email account for Student Employment Training. Once you have completed the training, you are required to complete the assessment and pass with 80 or above. Student employment presentation lasts about 1 hour and cover the following:

- Professional Expectations
- Pay and Timekeeping
- Policies and Guidelines
- Resources and Support

#### **2. Scheduled meeting for placement.**

After successful completion of the training, an invite will be sent out to meet with a Student Employment Coordinator to discuss job opportunities and placement. A student employment packet will be sent over to the hiring department and must be returned within 7 business days with all required documents.

#### **3. Report to work as scheduled.**

Supervisors and/or departments are required to accommodate your academic schedule. Students should not be scheduled to work during class time.

**4. Submit hours worked via timesheet.**

Hours worked are to be recorded on time sheets provided by your hiring supervisor, keeping in mind not to exceed **20 hours** per week.

**5. Notify the Payroll Office of federal and/or state tax changes, as applicable.**