



STUDENT EMPLOYMENT GUIDE

WHAT IS STUDENT EMPLOYMENT

- Fairmont State University students who are enrolled for 6 credit hours or more have the opportunity to work on campus or at a community service job off campus.
- Fairmont State University offers the Federal Work Study Program (FWS) and the Auxiliary Student Worker Program (AUX)
- Students can't exceed a total of 20 hours a week while attending classes and a total of 29 hours a week during non-class periods.
- FWS and AUX earnings are not applied to tuition or other institutional charges.

FEDERAL WORK STUDY PROGRAM (FWS)

- This program awards funding to students based on their eligibility derived from the Free Application for Federal Student Aid (FAFSA).
- Students working in this program must maintain satisfactory academic progress (SAP)* established for Federal Financial Aid and a minimum GPA of 2.0.

*SAP Policy:

www.fairmontstate.edu/finaid/resources/satisfactory-academic-progress-policy

AUXILIARY STUDENT WORKER PROGRAM (AUX)

- AUX is funded by Fairmont State University and is a non-need based program.
- To receive this funding students must maintain SAP* and a minimum GPA of 2.0.

INTERNATIONAL STUDENTS

- Not eligible for Federal Work Study funds but eligible for the Auxiliary Student Worker Program
- Must be admitted into a regular degree program
- Must be enrolled in a minimum of twelve hours (Exception will be given to seniors enrolled in less than 12 hours during the last semester.)
- Must provide proof of F1 Visa status

HOW TO APPLY FOR STUDENT POSITIONS ONLINE

- All available student positions are posted on Fairmont State University website.
 - ✓ Go to www.fairmontstate.edu
 - ✓ Click on "Quick Links" at top of page
 - ✓ Click on "Job Opportunities"
 - ✓ Click on "VIEW/APPLY for STUDENT POSITIONS"
 - ✓ Click "View" under the Position Title that you are interested
 - ✓ Click on "APPLY FOR THIS POSTING" to submit your application
 - ✓ If New Applicant, click "Fill out a new Application"
 - ✓ If Returning Applicant, login and apply to the Rehire Pool

NOW THAT YOU HAVE APPLIED

- The Student Hiring Manager will contact selected candidate(s) to be interviewed.
- Once you have been interviewed, offered and accepted the position, you must complete the proper payroll documents prior to working.
- After receiving an e-mail stating that employment is approved, you must create a myApps account and register in Kronos.

MYAPPS AND OASIS

- ✓ Go to www.wvsao.gov
- ✓ Click myApps
- ✓ Sign in – if new, click Create Account
- ✓ Your assigned employee ID # can be found by logging into myApps, and click on My Profile

KRONOS – TIME CLOCK

- Go to Room 139 located in the library (TLC) to register. You will need to bring your employee ID # and student ID.
- Once you are registered in Kronos, you must track your time through a Kronos time clock.
- A combination of a thumb print & employee ID will be used to access a Kronos time clock.
- You will have a window of 7 minutes to use the time clock before you are considered "late". For example, if your workday begins at 8:00AM, you have between 7:53AM and 8:07AM to get clocked in and still be considered "On Time".
- Students can't work over 6 hours without a ½ hour break. This break must be shown through Kronos.
- Any issues and concerns with Kronos must be reported to your supervisor immediately.
- **Students are not authorized to begin working until Kronos is registered.**

PAY SCHEDULE

- The pay period begins on Saturday and ends on Friday. Your payroll cycle is every 2 weeks. Please refer to the Fairmont State University Payroll Calendar.

WAGE GUIDELINES

- Most student positions pay the current minimum wage.

VIEW PAYSTUBS (W-2)

- ✓ Log into myApps
- ✓ Click on ESS (Employee Self Service) – Green Label
- ✓ Click on My compensation
- ✓ Click on Issued Checks/Advices
- ✓ Click on Attachments
- ✓ Click on Download
- ✓ Click on Open or Save
- ✓ Print for your records

SPECIAL ACCOMMODATIONS

- Special accommodations will be made upon request for students with disabilities participating in student employment.

Student Employment Office
Turley Student Services Center, 303 F
304-367-4836

Studentjobs@fairmontstate.edu