Campus Employment: Student Guide

- Students have to be eligible to apply.
- Eligible students are not required to work.
- Campus employment is not guaranteed, students may apply for positions based on availability.
- Students will be paid for their hours worked, this amount may be less than the award total.
- All, or a percentage of pay, can be applied to your student account (contact the business office for changes).
- Students are paid minimum wage
- Students are eligible to work from the first day of classes in the fall until the last day of finals in the spring.
- The average number of hours per week is 6, the maximum hours per week is 20.

To apply, login to MyWC and click the green Campus Employment icon, if you are eligible to work on campus you will see a list of positions. If you receive an error and have questions regarding eligibility please contact the Financial Aid office.

Review job descriptions for open positions online and complete the required fields (*) for the position you would like to apply for. Reach out to the supervisor listed with any questions regarding job duties and/or scheduling. Please apply for one position at a time to avoid being hired for multiple positions and experiencing delays in processing. You will receive one of the following correspondences within 10 days of applying. Please check your inbox and junk/spam folders regularly.

- The supervisor would like to meet with you to see if your skills/schedule are a good fit.
- You were hired and your login from working on campus previously is active.
- You were hired and you need to complete new hire paperwork, instructions included.
- Another applicant filled the position and you can apply for another job.

If you must complete new hire paperwork, those forms are electronic and will be completed on Paylocity.

Required forms: Federal and Missouri W4s, Direct Deposit, Confidentiality Agreement, Federal I-9.

You will provide identification documents for the I-9 form. The purpose of this form is to establish both identity and employment authorization, and it is required by law. You must provide either one item from List A (example: Passport) or an item from List B AND List C (example: Driver's License and Social Security Card). Please be sure the images you attach are clear and large enough to read.

You and your supervisor will receive an email when all steps are complete and you are ready to work. **You are not permitted to work until you receive this notification from the Human Resources Office.**

You must clock your time each shift though the website www.Paylocity.com, if you miss a punch, please notify your supervisor as soon as possible to correct your timecard.

If you plan to terminate employment, try to give your supervisor and the Human Resources office two weeks' notice. If you want to change jobs, or if you have a problem at your job that cannot be resolved with your supervisor, contact the Human Resources office. Failure to perform satisfactorily on the job may result in dismissal from your campus employment position. The supervisor's work performance expectations should be clearly communicated before work begins. If you violate Westminster College regulations or state of federal laws, you will be subject to disciplinary action as outlined in the student handbook. If dismissed from a job, you have the right to appeal. A written statement must be made to the supervisor within five business days of the dismissal. The supervisor will respond within five business days of the appeal.

Emilee Bluth

Human Resources – Washington West

emilee.bluth@wcmo.edu, 573-592-5654

Financial Aid – CHAMP

financialaid@westminster-mo.edu, 573-592-5364

Wendi Barr (Questions about your outstanding balance)

Business Office – Westminster Hall

wendi.barr@westminster-mo.edu

Clocking time in Paylocity

Click the Paylocity icon on MyWC or go to www.Paylocity.com

When using Paylocity for the first time, you will need to use the username provided during onboarding and the password you created. Enter your personal information and use 137973 for the Company ID. If you are not able to register or log in to Paylocity, contact Emilee Bluth for assistance.

To clock in/out: sign in to the self-service portal. There will be a time clock in the middle of the screen with the current time and three options "Clock in", "Start Lunch" and "End Lunch". Click "Clock in" to begin your shift. Be sure to clock out at the end of each shift. (Pictured below)

*You are able to clock in with a mobile device if you are inside of the building you are working in. Employees must be within the parameter of the building in order for the mobile time clock to work.