Work Study Process
WAYNESBURG UNIVERSITY

CAREER DEVELOPMENT
sbell@waynesburg.edu

BUSINESS OFFICE
syounken@waynesburg.edu

NEVER WORKED ON CAMPUS
New Student Workers

CAREER DEVELOPMENT
Search for Jobs/Apply on Handshake

CAREER DEVELOPMENT
Meet with Supervisor

CAREER > BUSINESS OFFICE
When hired, complete work authorization form

BUSINESS OFFICE
Email syounken@waynesburg.edu to set up an appointment and to get the new student worker packet

BUSINESS OFFICE
Student will show up on department team list when ADP account is set up. Student should not start working until ADP account is created!
I-9 Identification (Like a Passport or Social Security Card) will be needed before students are approved.

WORKED ON CAMPUS BEFORE
Returning Student Workers

CAREER > BUSINESS OFFICE
Complete work authorization form for EACH position on campus; update tax forms each Spring

BUSINESS OFFICE
Student will show up on department team list when all paperwork is completed. Student should not start working until ADP account is updated.

CAREER DEVELOPMENT
Note: Students who are returning to a role do not need to reapply for the position.

BUSINESS OFFICE
Note: Student workers that work in different departments will need to transfer using the department budget number provided by their supervisor. Student workers only need to transfer when logging IN to a new department not listed on their time sheet.

ADP, HANDSHAKE, & ITS
Student Worker Technology Tips

BUSINESS OFFICE
Email syounken@waynesburg.edu to report ADP issues & schedule appointment.

CAREER DEVELOPMENT
Email sbell@waynesburg.edu to report HANDSHAKE issues.

INFORMATION TECHNOLOGY
Submit ITS Request to have accounts created/ reactivated if hired in an applicable office.

INFORMATION TECHNOLOGY
Report general tech issues to ITS Help Desk

FOR NEW & RETURNING
Work Study Supervisors

CAREER DEVELOPMENT
Submit job openings through Job Order form

CAREER DEVELOPMENT
Interview/Approve students who apply through Handshake

CAREER > BUSINESS OFFICE
Email syounken@waynesburg.edu to approve work authorization forms

BUSINESS OFFICE
Check ADP "things to do" tab at end of each month; make sure department number is coded correctly in ADP
Inactive students should be terminated from ADP. Contact Business Office ASAP!

BUSINESS OFFICE
Approve student payroll hours by the FIRST of each month; backup supervisor may submit approval
(email syounken@waynesburg.edu to designate backup)

MORE INFORMATION
For more information about the on-campus employment program, click here.