

check at ASU, you'll need to complete another one.

**My supervisor is not available to sign my timesheet. What should I do?**

Your supervisor should arrange for another faculty or staff member from your department to sign your timesheet in their absence.

**Will I be paid for breaks, vacation days, or lunch hours?**

Student employees are paid only for hours actually worked. Employees with a normal workday of less than 8 1/2 hours but at least 4 hours may be granted one 15 minute break at the discretion of the supervisor.

**Is there a particular dress code that I should follow?**

All ASU employees are expected to maintain an appropriate appearance for the workplace. You should dress appropriately, in accordance with departmental guidelines. Some departments may require a uniform for identification purposes. Your department should let you know what attire is required for your position.

**What should I do if I am going to be late to work or cannot be there at all?**

If you cannot report to work at your scheduled time, you should notify your supervisor as soon as possible, preferably before your scheduled arrival time. Failure to notify your supervisor of absence could result in immediate dismissal.

**Contact Phone Numbers & Locations**

**ASU CAREER CENTER**

Phone: 706-737-1604

Fax: 706-731-7097

Boykin Wright Hall—2nd Floor

**ASU HUMAN RESOURCES**

Phone: 706-737-1763

Fax: 706-667-4152

Human Resources Office

(in front of Boykin Wright Hall)

**ASU PAYROLL OFFICE**

Phone: 706-667-4145 or 706-667-2340

Fax: 706-729-2159

Payne Hall—2nd Floor

**For additional information, please contact:**

Amber A. Zimmerman

azimmer2@aug.edu

AUGUSTA STATE UNIVERSITY  
**CAREER CENTER**

706-737-1604

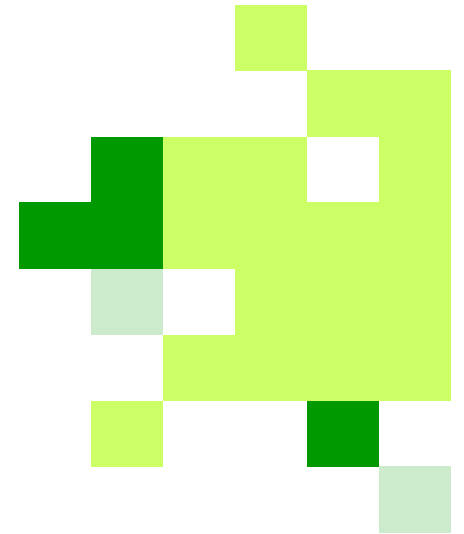
[www.aug.edu/career\\_center](http://www.aug.edu/career_center)

[www.careercenter@aug.edu](mailto:www.careercenter@aug.edu)

Boykin Wright Hall • 2nd Floor

AUGUSTA STATE UNIVERSITY  
**CAREER CENTER**

*Linking Student Success to Employer Satisfaction*



**I Got a Job!  
What's Next?**

A Guide for Employees of the  
Federal Work Study  
and  
Student Assistant Programs

## **CONGRATULATIONS ON YOUR NEW JOB!**

Congratulations on your new job! With all of the other employment opportunities available to you, you've made an excellent choice. We are certain you will find many advantages to the student employment programs at ASU. First and foremost, it is our philosophy that all student employees are students first and employees second. This means that our faculty and staff understand the flexibility required around your class and exam schedules and will work to accommodate you. We want you to be a successful student, and that's why your school work comes first. Another advantage is simple convenience. You can walk to work at the end of class or walk to class after you are finished working. Your employment here also helps you give back to other students. You understand their perspective and are better able to serve them because of it. The other advantages are numerous, and we are certain that you will discover and appreciate them throughout your employment.

### **EMPLOYMENT PAPERWORK**

Prior to beginning work, you are required to complete an employment packet. These packets are available in the Career Center. Once your packet has been completed (with the help of your supervisor), you should contact the Career Center to schedule an appointment to turn it in. You should bring the following items with you: driver's license, social security card, voided check (or direct deposit information authorization from your bank) and, if you are an international student, you should bring a copy of your passport or visa. During your appointment, we'll review the packet and notarize it, go over some

employment basics and answer any questions you may have about your employment at ASU.

### **TIMESHEETS**

Once your background check has cleared, you and your supervisor will be notified via email. You should contact your supervisor to schedule a start date. Each day, as you report to and leave from work, you will sign in and out on the Student Sign In/Out Form (available in the Career Center and on our website). As you begin work, you should be aware of the Student Employee Timesheet and Pay Schedule. This schedule gives you the pay period dates, timesheet deadlines and pay dates. At the end of the pay period, you should complete your timesheet online through the ASU website, using your Employee ID number. (If you don't know your employee ID number, you can contact Human Resources to obtain it.) Timesheets should be submitted to the Payroll Office with the Student Sign In/Out Form stapled to the back by the established deadlines.

### **DIRECT DEPOSIT**

All ASU employees, including student employees, are paid via direct deposit. You completed your direct deposit authorization form when you filled out your employment packet. It is extremely important that you keep your direct deposit information updated with Payroll. If you are planning to close your existing account, you should not do so until you have notified Payroll of your intent to change your account. If a deposit is made for you and your account is closed, it could delay payment.

Please note that you will probably be issued a paper pay check for your first pay period. Checks should be

picked up in the Payroll Office on the 2nd floor of Fanning Hall.

### **AT YOUR SERVICE**

Once you know your Employee ID number, you should create your At Your Service account. The At Your Service system allows you the opportunity to view and update much of your payroll information online. You can view your paycheck (you will not receive a paper copy with the exception of your first check), update your Payroll address, make withholding changes on your W-4 or G-4 and even request another W-2. At Your Service can be accessed from the ASU website by clicking on the letter "A" in the alphabetical index.

### **FREQUENTLY ASKED QUESTIONS**

#### **How many hours can I work each week?**

Student employees can work up to 25 hours per week while classes are in session. Students may work up to 40 hours per week between semester breaks. FWS students should remember that the more hours they work, the faster they will exhaust their FWS award.

#### **Can I work more than one job?**

Students can work up to two positions under the Student Assistant and/or Federal Work Study Program. They cannot exceed the 25 hours per week while classes are in session or 40 hours per week during breaks between the two jobs.

#### **I'd like to work an additional job on campus. What do I need to do?**

Once the new department has decided to hire you, you and your supervisor will need to complete a new Responsibilities Form and Departmental Hire Form. If it has been more than a year since your last background