



THE HUMAN RESOURCES OFFICE is designed to assist you in your job search on campus.

The HR Office provides a centralized place to find job information for all campus and community service work-study jobs.

The HR Office...

- posts available job openings on the HR website
- answers your questions about student employment
- informs supervisors of student eligibility for College Work Study and serves as the on-campus liaison for community service work-study students
- assists students in completing employment paperwork

FAQs (*Frequently Asked Questions*)

How do I find a student job?

- **Check the on-campus job postings** on the HR webpage:
<https://www.asbury.edu/about/offices/administration/human-resources/jobs/student/>
- **Visit the departments** in which you are interested in working.
Talk to the supervisors and let them know the hours you are available to work.
- **If you are having trouble** finding a campus job, please remember to check the HR website regularly as we frequently update it

How do I get paid?

- Visit Refund Selection.com
- Click on 'NEED A CODE?'
- Enter Asbury University, your Student ID number and your Asbury email address
 - Your personal code will be sent to your Asbury email address
- Once you have received your code, go back to RefundSelection.com and follow steps to select how you'd like to receive your money
- You may deposit to an existing bank account or to a bankmobile vibe checking account

How much do I get paid?

- Most student workers are paid at minimum wage.

When do I get paid?

- Students are paid every two weeks. The Student Payroll Schedule is posted at
<https://www.asbury.edu/studentjobs/forms/>

Do Student Wages get applied to my student account?

- No. Payments can be made online with your debit card.

What is College Work Study Program (CWSP)?

- Federal College Work Study is awarded to eligible students by the Financial Aid Office. Your financial need determines your eligibility. Because of this need, departments are asked to give preference to

CWSP students in the hiring process if possible.

- CWSP money is paid to you and is NOT applied to your bill directly.
- CWSP jobs are not guaranteed. However, the HR Office can assist you in finding a job.

Where is the Human Resources Office located?

- In the Hager Administration Building on the second floor in room 208.

IMPORTANT

You MUST present your **US Passport or picture ID and Social Security Card or Birth Certificate (Photocopies are not acceptable)** to be hired for any campus job. *After you are hired for a campus job, visit the HR Office before you begin work with the documents listed above.*

You will then complete your tax (W-4 and K-4) and employment eligibility (I-9) forms.

You CANNOT begin working until these forms are filled out.

Student wages are subject to both federal and state income tax.

INTERNATIONAL STUDENTS

International students must obtain a Social Security number **before beginning** work on campus.

After you are hired, **but before you begin working**, come to the Human Resource Office. You will need to complete student employment paper work: W-4, K-4, and I-9 forms. For the I-9 form you will need to bring your Passport & I-94 form, which can be found at <https://i94.cbp.dhs.gov/I94/#/home#section> **The Human Resources Office must verify that you have the correct documentation to work in the United States, and provide you with needed information to apply for a Social Security Card.**

Information for off-campus jobs is available in the *Center for Career and Calling* on the main floor of the Kinlaw Library, contact information:

careerandcalling@asbury.edu

859.858.3511 ext. 2401

www.asbury.edu/career

HUMAN RESOURCES

Hager Administration Building

2nd Floor, Room 208 (859) 858-3511, ext. 2240

Human.resources@asbury.edu

We look forward to helping you in your on-campus job search!