



## **WLU Student Employment**

### **Student Employment Guide**

#### **General Guidelines as per WLU Student Policies and Procedures**

The student employment program is available to help students meet education expenses through meaningful employment.

Jobs vary throughout the university and range from academic departments, athletic game operations, administrative support, library support, lab assistant, to campus tours.

Student employment offers a great opportunity to work a flexible schedule, gain work experience for your resume and make valuable connections with staff and faculty. WLU is committed to providing a safe and healthy working environment for student employees.

All qualified students receive fair and equal opportunity to enter and continue in WLU student employment based on eligibility and qualifications.

Student employees are not eligible for benefits.

All student on-campus job postings are on the Student Employment SharePoint Site. Refer to page 6 of this handbook for instructions on how to apply to a job posting.

Students can access the Student Employment SharePoint site and apply for jobs through this link: <https://westliberty.sharepoint.com/sites/studentservices/financialaid/se/>

Check back often for new job postings and opportunities.

**Types of Employment:**

- Federal Work Study paid hourly
- Personal Service paid hourly
- Grant Funded

**Federal Work Study Requirements:**

- Submitted FAFSA on file with WLU.
- Must have financial aid need. The Financial Aid Office will determine and approve eligibility. If a student is not eligible for Federal Work Study, they may still be eligible to apply and work on-campus personal service jobs.
- Students are required to meet Satisfactory Academic Progress to be eligible for financial aid and Federal Work Study. Go to <https://westliberty.edu/financial-aid/satisfactory-academic-progress-policy/> for more information regarding Satisfactory Academic Progress Policy and Procedures.
- Be an enrolled degree-seeking WLU student.
- Apply for an open job posting on the Student Employment SharePoint Site.
- Federal Work Study is earned through an on-campus job, paid hourly, and is received in a biweekly paycheck.
- Federal Work Study money does not pay directly to your WLU semester invoice.
- Cannot work more than 20 hours per week.
- Accept your Federal Work Study award in your WINS account.
- If a student meets the allotted Federal Work Study amount awarded and is not eligible for an increase, they will have to end their job unless the department can keep them on board and pay with Personal Service funds.

**Personal Service Requirements:**

- Be an enrolled WLU student.
- Apply for an open job posting on the Student Employment SharePoint Site.
- Not need based.
- Pay is hourly and earned in a bi-weekly paycheck.
- Cannot work more than 20 hours per week.

**Grant Funded Requirements:**

- Grant funded students that are not hourly and receive pay from fixed pay form information.
- A fixed pay form shows a sum of money that is to spread out evenly over a predetermined length of time.
  - Example: \$100 per pay to not exceed \$1000 starting August 1, 2026 and ending May 1, 2027
- Grant funded students are not hourly and do not use a time clock or time sheet to record their time.

**International Students Requirements:**

- Enrolled full time, at least 12 credits hours undergraduate and 9 credit hours for graduate.
- Not eligible for Federal Work Study.
- Must possess an I-20 or F-1/J-1 Visa on file in the Rollie Williams International Student Center.
- Valid social security card is required. International students hired for on-campus job can apply for the social security card. The Student Employment Coordinator will supply the hired international student with a letter to take to the Social Security office to apply for the card.
- International students are eligible for WLU student employment.
- Can work up to 20 hours per week.
- Pay is hourly and received through a biweekly paycheck.
- If a student's home country does not have a tax treaty with the United States, a W-4 form needs completed. If the student's home country has a tax treaty, the student can complete Form 8233 and not have Federal income taxes withheld from their paychecks.

**Summer Employment Requirement:**

- Must be an enrolled WLU student for Summer and/or Fall classes.

**Important Student Information:**

- Students can apply for more than one job.
- Accepting Federal Work Study on your financial aid estimate letter or WINS account does not guarantee a job. Students **MUST** apply for a job on the Student Employment SharePoint Site (instructions below) and complete all necessary paperwork to be cleared to start working.
- Studies always come first. Connect with your supervisor immediately if you need to miss work due to a test or assignment that needs to be completed.

**Required documentation for all students hired for WLU employment:**

- Must be an enrolled WLU student.
- Show a social security card for payroll purposes.

- Show identification as required for the I-9 form.
- Complete all new hire paperwork.

**OneLogin Accounts:**

- Students hired for on-campus jobs will need to create a OneLogin account.
- This account will be required for students who use a time clock to log their work hours.
- OneLogin accounts also provide pay stubs and W-2 forms.
- Instructions to create a OneLogin account will be provided to the student employee from the Student Employment Coordinator.

**Timekeeping Options:**

- Timeclocks – student can be set up to use a timeclock to punch in and out of the work shift. A OneLogin account is required. Students will get their fingers scanned into the time clock system by the Student Employment Coordinator.
- Timesheet (paper) – student’s work hours are logged on a timesheet. This must be signed and dated by a supervisor and submitted to the Student Employment Coordinator at the end of the pay period for processing.
- Computer – students can be set up to use a timestamp on the computer to clock in and out of their work shift in the UKG timekeeping system. A OneLogin account is required.
- The timekeeping option is determined by the hiring manager for each job.

**Pay Periods:**

- All student employees receive pay on the same scheduled dates as all other state of WV employees.
- Pay dates are determined through the state of WV.
- Student employees receive pay biweekly for their hours worked.
- A pay period calendar can be requested from the Student Employment Coordinator.

**Lunch breaks:**

- When a student works a 5-hour shift, you should receive a 15-minute paid break.
- When a student works a 6-hour or longer shift, you are allotted two 15-minute breaks with pay and no less than a 30-minute lunch break without pay.
- Student workers cannot take paid work breaks at the beginning of a shift or the end of a shift.
- You must notify your supervisor when taking a break to make sure it is a feasible time to do so.

**Working during holiday breaks:**

- Student workers can only work during University holidays/closures if approved by their supervisor and the WLU President.

**Expectations:**

- Students need to show up to work on time.
- It is very important to report off to your supervisor when you cannot work your scheduled shift.
- Students need to limit their distractions – visitors and cell phone usage should be minimal.
- Students must maintain a professional attitude in the workplace at all times.
- Students must follow the supervisor’s guidelines for professional dress in the workplace.
- Students must keep all records and files confidential and are required to sign a confidentiality statement upon hire.
- Follow WLU Policies and Procedures: <https://westliberty.edu/human-resources/university-policy-procedure/>
- Follow WLU Student Employment Policies and Procedures listed in this handbook.

**University vehicles:**

- Students who drive university vehicles for their on-campus job must follow the State of WV requirements that all drivers of WLU vehicles complete defensive driver’s training. There is a 30-minute driver’s training video that is required to view as well as an exam that you must receive 100% prior to using a state vehicle.
- The supervisor will work with the student employee to complete the Defensive Driving training.

**Injuries:**

- Any student injured while working at a WLU on-campus student job must complete an Accident and Injury Investigation Report.
- This report needs submitted to Human Resources within 24 hours of incident. <https://westliberty.edu/health-and-safety/accident-injury-investigation-report/>

**Job Separation or Termination:**

- It is preferred to submit a two week written notice to their supervisor if a student is ending their student employment on-campus job.
- Immediate termination from a student job without advance notice can happen for violating university rules or policies, engaging in misconduct and/or have broken confidentiality.
- Student employees are at-will and work at the discretion of the hiring manager.

**Please refer to the Student Employment SharePoint Site for additional information.**

## Applying for a Job and Completing Student Employment Paperwork:

1. Students can see job postings on the WLU's Student Employment SharePoint Site <https://westliberty.sharepoint.com/sites/studentsservices/financialaid/se/>

### Sample Job Form - Athletic On-Campus Job Application 2026-2027 Academic Year

Please complete all required sections.

Submission does not guarantee receiving an on-campus student job.

All student workers must be a currently enrolled WLU student.

Student workers cannot exceed 20 hours per week.

Some jobs require students to be Federal Work Study eligible. Please contact the Student Employment Coordinator, Sue Garrison at [sgarrison@westliberty.edu](mailto:sgarrison@westliberty.edu) to check for Federal Work Study eligibility.

Students will be notified via email by the Student Employment Coordinator if selected for an on-campus student job and the next steps in the hiring process.

Please refer to the WLU Student Employment Handbook for additional information, policies and procedures.

Some student jobs start as early as August 2026.

Hi, Susan. When you submit this form, the owner will see your name and email address.

\* Required

1. Student Name \*

Enter your answer

2. Student ID Number \*

Enter your answer

3. WLU Email \*

Enter your answer

4. Please select the on-campus student job(s) you are interested in \*

Athletic Maintenance - Assist with athletic facilities and related areas, set up/clean up events, remove trash, groundskeeping, other duties as assigned. Pay \$11.00/hour Hiring manager: Rex Lancaster [rlancaster@westliberty.edu](mailto:rlancaster@westliberty.edu)

Baseball - Team laundry, other duties as assigned. Pay \$8.75/hour. Must be Federal Work Study eligible. Hiring manager: Eric Burkle [eburkle@westliberty.edu](mailto:eburkle@westliberty.edu)

2. Click on the box with the area you are interested working – Academic Areas, Athletics, IT/Media, Mailroom, Physical Plant, Student Services, Topper Station, etc.
3. A form will be available showing the job descriptions based on the job category selected.
4. Please read the section at the top of the form for important information.
5. Required sections must be completed – with the Student Name, Student ID Number (@xxxxxxx) and Student WLU Email Address.
6. Select the job(s) of interest on the form
7. Click “Submit” at the bottom.
8. Students can go back to the form and complete again if there is a job they want to apply for that might be a new job listed or it can be one that was already listed before that they did not select the first time.
9. Do not apply for the same job more than once.
10. The Student Employment Coordinator and the Hiring Manager of the position will receive notification once your application is complete.
11. Students are selected as hired for the job by the hiring manager and first time student workers (never worked before) will need to be added to payroll. They will receive an email from the Student Employment Coordinator with instructions on how to complete the required forms for payroll. This will be your employment “Onboarding Process”. Students that have worked a student employment job in the past will not have to complete all of the new hire forms again, unless they have not worked for a long time. Some forms such as updated tax forms may be required.

**STUDENTS CAN BEGIN WORKING ONLY WHEN THEY RECEIVE AN EMAIL NOTIFICATION FROM THE STUDENT EMPLOYMENT COORDINATOR WITH A START DATE.**

### **Contact Information**

Susan Garrison  
Student Employment Coordinator  
Financial Aid Office  
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[studentemployment@westliberty.edu](mailto:studentemployment@westliberty.edu)