



WLU Student Employment

Hiring Managers User Guide For Student Employment

PROCESS FOR HIRING A STUDENT WORKER

- The Student Employment Coordinator will post all student jobs on the Student Employment SharePoint site in the format of a Survey Form for students to apply. There will be several categories for students to find a job(s) of interest – Athletics, Academic Areas, IT/President’s Office, Mailroom, Student Services, Physical Plant and Topper Station. These forms will be updated as new jobs are posted. Additional student employment information will be on the SharePoint site.
- If a hiring manager needs to create a new job to post, that has never been posted before, they need to email the student employment coordinator with the job description, how many students they would like to hire, student skills and if the student is required to be Federal Work Study eligible.
- The Student Employment Coordinator alerts students that jobs have been posted via their WLU email.
- Students must complete an application of the job(s) of interest that are posted on the Student Employment SharePoint site.
- Once a student applies for a job, the Student Employment Coordinator can check applications for Federal Work Study eligibility and notify the hiring manager who these students are. Each hiring manager will receive an Excel spreadsheet that will list students who apply for their job posting and if the student is eligible for Federal Work Study money or will need to be paid from Personal Service money. This spreadsheet will be updated regularly as new students apply throughout the duration of the job posting.
 - It is recommended to hire Federal Work Study eligible students first.
- Hiring managers will email the Student Employment Coordinator the names of their selected student applicant(s) for the job.
- The Student Employment Coordinator will contact the hired students to begin the onboarding process.
 - New student hires who have never worked on campus receive instructions through email for the onboarding process to get them on payroll.
 - Returning students, who have worked and are on payroll, are checked in the payroll system for accuracy and the need for updated forms.
- Students are required to have a social security card, be authorized to work in the United States via the I-9 form and complete all necessary new hire paperwork to work on campus.
- It can take up to two weeks to get a student approved in payroll provided they meet with the Student Employment Coordinator in a timely manner to complete the new hire paperwork.
- Once a student is approved on payroll, an email is sent to the student and the hiring manager to let them know if the student can start working.
 - **No students can begin working until the Hiring Manager and the student receives a verification email of approval from the Student Employment Coordinator.**
- Students can get their fingers scanned for the time clock with the assistance of the Student Employment Coordinator. Students must create a WVOASIS Onelogin account before they can get their finger scanned. Instructions to complete this set up will be emailed to the student from the Student Employment Coordinator.
- Students can also use a paper time sheet. The Student Employment Coordinator will determine the timekeeping method.
 - All time sheets require the supervisor/timekeeping manager’s signature and then be turned in to the Student Employment Coordinator in person or via email on payroll Fridays.
- All student workers must have work to complete during scheduled hours. If no work is available, the students should have their hours adjusted or be sent home for the remainder of that shift.

TIMELINE FOR STUDENT HIRING

For the 2026-2027 Academic Year

APRIL – FALL SEMESTER – Hiring managers continue to select students for Summer and Fall employment by emailing the Student Employment Coordinator.

JULY – Students are processed and added to payroll for August start dates. Students can be added to the Oasis payroll system 30 days prior to their start date at the earliest.

BIWEEKLY STATEMENTS – Excel spreadsheets are created by the Student Employment Coordinator to share with hiring managers. These spreadsheets (Department Title, Work Study/Personal Service Pays 2026-2027) will include the student’s name, Federal Work Study award if applicable, gross amount each student receives each payday, and the total pay received for each student in Personal Service and Federal Work Study. These spreadsheets will help hiring managers keep track of student employment spending each pay period.

Susan Garrison
Student Employment Coordinator
studentemployment@westliberty.edu
304-336-8020
Shaw Hall Room 121
[Book Me Appointment](#)