

Student Employment FAQs

Handshake

Q: How do I get a Handshake account?

A: All students are automatically enrolled with a student account through Handshake. To sign in, log in with your Wittenberg single sign-on/ multifactor authentication information. **You should not attempt to create an account with your personal email; you will not be connected to Wittenberg.**

Q: I already talked with a supervisor for a position, and they already offered me the job, but I haven't applied on Handshake yet. Can I just tell Student Employment they want to hire me, so I don't have to submit an application?

A: No, all hired have to go through Handshake. Applying and hiring on Handshake constitutes a virtual contract and is how Student Employment records all hires.

Q: How do I apply for a position and sign up for an appointment on Handshake?

A: Various guides are available on the Career Engagement website to walk you through Handshake processes, including signing up for an appointment, applying for a job, and registering an internship.

Q: The job I want to apply for requires a resume, but I don't have one. What can I do?

A: Schedule an appointment with Career Engagement on Handshake! We are happy to work on a resume with you and get you ready to apply for a job.

Self Service & Timecards

Q: Where can I find my timecard(s)? What if I can't see them?

A: In Self Service, you will go to "Employee," then "Time Entry." From there, you can see all timecards for positions you have been hired for. If you can't see anything, there are a few possibilities.



- If it is within 48 hours of you being hired, your timecard may not have been created yet. If your timecard is still not visible after 48 hours, please reach out to careers@wittenberg.edu.
- You have not been officially hired for the position you're looking to enter time on. You are strictly prohibited by federal law from working in a position you have not been hired for yet. If you have not received a confirmation email for this position, stop working immediately and contact your supervisor to apply and be hired in Handshake. After you have been officially hired, a timecard will become visible within 48 hours.
- Your timecard may be inaccessible due to the time of year. During summer, all timecards not specifically hired for summer are closed from student and supervisor access. If you are working hours over summer break, you need to be hired specifically for a summer position. Summer jobs are taxed differently than academic year jobs and separate timecards are required.

Q: How many hours can I put on my timecard?

A: Students are only permitted to work a certain amount of hours per week for all positions combined, 18 during the academic year and 37.5 during break periods. Students are also not permitted to put hours worked during a previous pay period on a current timecard; timecards are legal documents and must be accurate.

Q: I got a new bank account and need to take my old bank off Self Service. How do I do this?

A: You cannot take an old bank account off, but you can add a new bank account on Self Service. When you add a new account, you should opt to deposit "Entire amount" to the new account if you don't want any of your paycheck to be deposited in the old account.

Q: I forgot to submit my timecard. What do I do? Can I just put them on my current timecard?

A: You need to reach out to payroll@wittenberg.edu to report your exact dates and hours missed and receive supervisor approval for any hours not submitted. **This should not be a regular occurrence. As an employee, you are obligated to accurately report and submit your hours. Repeated offenses are subject to disciplinary action.**



You are strictly prohibited from entering missed hours onto another timecard. Timecards are legal documents and must be fully accurate per FLSA law. This is considered timecard falsification and is subject to immediate termination.

Q: I accidentally submitted my timecard too early and I'm working more hours this week. What do I do?

A: You can rescind a submission as long as it is before the submission deadline and continue to enter time on your timecard. If your supervisor approves this accidentally submitted timecard, you will need to contact them to rescind that approval to continue to enter time.

General Policies

Q: The current position I am in is not for me. How can I quit?

A: Your supervisor will need to report your departure to the Office of Student Employment. You aren't able to report this yourself to Student Employment to ensure your supervisor is aware you will no longer be filling the role so they can take necessary steps to replace your position as efficiently as possible.

Q: I want to start my job now, but I'm not able to schedule an appointment to complete my paperwork until next week. Can I start anyway and get backpaid?

A: No. Having paperwork completed prior to working any hours is non-negotiable, as it is in compliance with federal policy. All employees of the university, including students, need to be verified they are eligible to work in the United States. Letting a student start without having paperwork completed puts the university at risk of heavy financial penalties.

Q: Once I get a job offer from my supervisor, how soon can I start working?

A: Student Employment has to receive an official hiring notice from your supervisor, which can take a couple of business days, and then needs to confirm your employment status within the university. You must wait to begin working until you receive either a confirmation email with a listed start date. If you are a new student employee, you will receive a notification that you need to schedule an appointment to complete employment



paperwork before starting. You will be given a start date after this meeting. You are expected and required to not work any hours until you are given this start notice.

Q: I scheduled an appointment to complete my paperwork, but I don't have all the documents on campus. I know my Social Security number, is that enough?

A: As an employer, we are required by federal law to verify all documents to ensure legitimacy & authenticity. Therefore, we need to lay eyes on all documents prior to employment, so just knowing your Social Security number is unfortunately not sufficient. If your documents are at home and it is not easy for you to get them, please ask Student Employment about the virtual verification process.

Q: I'm going to study abroad next semester. Can I still keep my job?

A: Since your employment will not be continual, your position will need to be ended while you are not on campus. You are more than welcome to reapply when you return to campus, and you should discuss this before you depart, but there should be no active timecard for anyone who is not working any hours.

Q: How do I know if I have been hired?

A: Look for an email from the Office of Student Employment, and check for an active timecard in Self Service. You should always receive an email once you have been hired into a new position.

Q: How many hours per week can I work?

A: Students are restricted to 18 hours per week during the academic year when class is in session, and 37.5 hours during break periods.

Q: Can I turn my on-campus job into an internship for credit?

A: Yes! This should be discussed with your academic advisor to ensure the duties of the position will fulfill any possible requirements for your major, but most positions can become an internship. Student Employment policies take precedence. This means the



weekly cap is still in effect, and it is still an on-campus position first before an internship. You will still need to complete a timecard to receive pay for this position.

Q: Can I work during class?

A: No, students are not permitted to work during scheduled class time. If a class session is cancelled and they pick up a shift, that is permitted. However, this needs to be communicated in writing to the professor.

Q: Can I have more than one job?

A: Yes, students can work more than one position. However, the weekly hourly cap applies for all positions combined, and it is not recommended to have more than 3 jobs at one time. You also cannot record overlapping hours on your timecards.

Q: Can I work on campus during breaks?

A: Yes, you can work during break periods, as long as that department is operational. For summer employment, separate timecards are required due to tax differences.

Q: Can I keep my job in the summer after graduation?

A: No. Once students graduate, they are no longer eligible to hold a Student Employment position. If they wish to continue a position on campus, they will need to contact Wittenberg Human Resources to see if that is an option for that position.

Q: What are the requirements to work on campus?

A: Any full-time undergraduate student is eligible for Student Employment.

Q: Can I work remotely?

A: In general, no. Exceptions may be made on a case-to-case basis. Please reach out to careers@wittenberg.edu with any questions about this.



Q: Can I volunteer hours for their job if I reach 18 hours or if I work before completing my paperwork?

A: No. Under no circumstances can a student work more than their permitted time, or work before they are federally permitted. Students are not permitted to volunteer hours for an established on-campus employment position per FLSA equity law.

Q: Can I work on campus if I'm an international student?

A: Yes! There is a more extensive hiring process for International Students to ensure they are eligible to work in the United States, but we encourage our International Student population to find an on-campus position.

Q: Are students eligible for benefits or paid holidays?

A: No. Students are considered part-time employees and are not eligible for benefits.

Q: How can I apply my paychecks towards my student account bill?

A: You must complete a pay allocation form and submit it to the Office of Student Employment. This is available on the Student Employment site, or physical copies are available in the Student Employment office.

Q: How often are students paid?

A: Students are paid bi-weekly, every other Friday.