

# Federal Work Study Employee Orientation

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Presented by:

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# Topics to be Discussed

- Your Career Connect account
- The importance of logging in and completing your profile
- Sample work study resume and how to download into Career Connect
- How to use your account to maximize your job search
- Searching for and applying for a Federal Work Study job on campus

- “Real” Job vs. Your Work Study Job
- What to expect from your work study experience
- What is expected from you as an employee of the university
- Professionalism is expected of all employees
- Banner Self Service
- Attendance
- Student and office records privacy

# Your Career Connect Account

- To log in to your account go to the Career Management Center's webpage at:  
<http://careers.astate.edu> look for the Career Connect login drop-down menu at the bottom right of the page Use the pull - down menu to select student\alumni login
- To complete your profile, hover over the my account tab at the top of your Career Connect home page and select my profile

# My Profile Page

## 4 Tabs

- Personal information
- Demographic information
- Skills
- Additional information
- Note the edit link on each of the above sections, click edit and save each section

# Importance of Completing Your Profile

- You will not be allowed to work until your profile has been completed- payroll authorization will not be approved by the Career Management Center
- You cannot apply for jobs in the system until your profile is complete and you have an approved resume in the system.
- On campus employers cannot see your profile to determine that you are eligible for Federal Work Study until your profile is complete

# Creating and Downloading a Resume

- [Sample work study resume](#)

# Downloading a Resume in Career Connect

- On your home screen hover over the my account tab and select my documents
- Scroll down the page to resumes and click the [upload file] link on the right side of the page, choose and enter a document name for your resume and click the choose file tab and enter the source for your saved resume (flash drive, hard drive etc.)
- Click upload – that’s it, you are done uploading a resume into Career Connect

# Searching for and applying for a Federal Work Study job on campus

- Log in to your Career Connect account
- Hover over the job search tab
- To view all Federal Work Study jobs select Federal Work Study Jobs.
- View the jobs and choose one of interest; then click the job title link
- Read the information; job requirements, qualifications and application instructions etc.
- If you see a submit resume tab at the top of the page, you can apply for this position electronically

- If not, follow the directions in the application instructions ( apply by phone, email, or in person etc.)
- The employer will let you know what to do next
- They might interview you on the spot, or call you in for an interview if you submitted your resume electronically
- Nervous about interviewing? Speak to a Career Management Center staff person for assistance
- [Researching the Employer](#)
- [Optimal Resume -Resume Builder and Interview Prep](#)

# “Real” job vs. Your job

At ASU-Jonesboro	Full-time employee	Student employee
Be a representative for ASU-Jonesboro	•	•
Apply, interview, and complete application packet upon hire	•	•
Attend employee orientation	•	•
Work according to set schedule	•	•
Receive pay twice a month	•	•
Behave respectfully toward clients, co-workers, and supervisors	•	•
Responsible for results of work and actions	•	•
Receive job performance counseling when necessary	•	•
Abide by all university policies	•	•
Job becomes part of your employment history	•	•
Eligible for benefits (insurance, paid leave, etc.)	•	

# What to expect from your student employment experience

- Be treated with respect
- Receive proper training
- Have the freedom to ask appropriate work-related questions and have them answered
- Approach your supervisor with any problems, suggestions, or concerns
- Take a 15 minute break for every 4 consecutive hours worked
- Take a 30 minute meal break (unpaid) for every six consecutive hours worked

# What is expected of you?

- Be a good representative of the University
- Realize that you are working in a professional environment, and speak, act, and dress appropriately
- Be consistent - show up when you have been scheduled to work and be on time
- Report your work time accurately and at the designated times each month
- Learn the responsibilities of your job and how to execute them properly
- Learn about your office and the services it provides
- Ask questions when you need clarification
- Maintain good communication with your supervisor and coworkers
- Take responsibility for the results of your work and actions

Professionalism is expected of ALL employees.

- Respect others by treating them as you would like to be treated
- Be honest and trustworthy
- Take responsibility for your words and actions
- Do your best work
- Present yourself well to others

# Banner Self Service – Personal Information



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## Personal Information

- [Change Security Question](#)
- [View Addresses and Phones](#)
- [Update Addresses and Phones](#)
- [View E-mail Addresses](#)
- [View Emergency Contacts](#)
- [Update Emergency Contacts](#)
- [Change your PIN](#)

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# Banner Self Service – Student Information



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## Student and Financial Aid

### [Admissions](#)

[Apply for Admission or Review Existing Applications](#)

### [Registration](#)

Check your registration status, class schedule, and add or drop classes.

- See your advisor to discuss your academic plan. Your advisor will remove your advising hold after you have met.
- Clear any registration holds with the appropriate office. Check to see that holds are then cleared.
- If you are required to complete MATH 0003 or MATH 0013, please select your CRN for the preferred section and contact Advising Services (972-3001) for registration into the selected math course only. Note: If required, you will need to register in one of these classes before you can continue with additional registration.
- All remedial holds are handled in Advisement Services.

### [Student Records](#)

[View your holds, grades, transcripts and account summary](#)

**Students should view their Account Summary to make sure that their account is clear. Registration and transcript holds are placed on all accounts with outstanding balances.**

### [Financial Aid](#)

[Apply for Financial Aid, review status and loans](#)

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# Banner Self Service – Financial Aid Information



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[Personal Information](#) [Student](#) [Financial Aid](#) [Employee](#)

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## Financial Aid

### [Financial Aid Status](#)

View overall status, holds, academic progress, cost of attendance, financial aid awards, and messages.

### [Award](#)

View account summary; Review awards; Accept award offers; Display award payment schedule; View loan applications; Review withdrawal information.

### [E-Mail ASU Financial Aid Office](#)

### [General Financial Aid](#)

[Financial Aid Application and Information Links](#)

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# Banner Self Service – Submitting Timesheets

Access Self Service at <https://in.astate.edu>

Log in using your Astate email address and password ([firstname.lastname@smail.astate.edu](mailto:firstname.lastname@smail.astate.edu)), then following the links to:

→ **Self Service** tab

→ **Employee** (under Main Menu)

→ Click the **circle** beside your current position, then **select** the current pay period date from the corresponding drop down menu. Click **Time Sheet**.

→ Enter the hours worked for each day. On days you don't work, don't enter anything. Be sure to press **Save** after each day's entry.

→ If you will add more hours before that pay period ends, just click the logout icon in the top right portion of the screen, or navigate to another screen in Self Service if you like. If you will have no more hours for that pay period, click **Submit for Approval**.

Your time sheets must be submitted for approval by midnight on or before the last day of the pay period.

# Attendance

- Know your work schedule and stick to it.
- Arrive on time and don't leave early without your supervisor's approval.
- Discuss your class schedule with your supervisor to confirm the time allowed for travel to and from work and class.
- Notify your supervisor prior to the beginning of your work schedule when illness or an emergency prevents you from coming to work.
- Ask your supervisor about scheduling time off when needed.
- Don't leave your work area or office without notifying your supervisor.
- If you are asked to deliver or pick up items from other offices on campus, return to your office immediately when you complete the task. Don't linger on campus, or leave campus.
- Inclement weather: "Campus closed" generally means everyone (except essential staff) stays home. "Classes canceled" usually means employees come in, students don't. You are an employee as well as a student so check with your supervisor now to learn how your job is affected by university closure and class cancellation.

# Student and Office Records Privacy

## Family Educational Rights and Privacy Act (FERPA)

A Federal law that protects the privacy of student education records. FERPA gives parents certain rights with respect to their children's education records. **These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level.** Students to whom the rights have transferred are "eligible students."

**What happens in the office, stays in the office!**

- If your supervisor has not already discussed FERPA with you, ask them about it the next time you report for work.
- Never take paper or electronic documents, files, books, recordings, etc., from your office.
- Consult supervisor when you are unsure about what you can and cannot say to a caller or office visitor.
- More information about FERPA is available at <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

# Student and Office Records Privacy

## **Recording Ethics**

(From ASU System Employee Handbook)

Arkansas State University does not permit the recording of conversation secretly. The concealed recording of conversations among administrators, faculty, students, or staff constitutes grounds for dismissal.