

Student Employment Process

Finding a job: Use our website at <https://cwru.joinhandshake.com/login>. You may need to submit a resume and go on interviews.

Once hired: You will be given a Hire/Maintenance form and a job description to bring to the Office of Student Employment.

Completion of Hire: The hiring process is complete when you have completed and submitted the following to the Office of Student Employment:

- Hire/Maintenance Form, Stipend, or Payment Request (for projects of 30 days or less)
- Job description
- Payroll Packet (which includes the I-9 Eligibility Form)
- Acceptable documentation required for the I-9 Form.

To learn more about the I-9 and what documents are acceptable to submit, visit our website at <http://financialaid.case.edu/studentemployment/forms>. The Payroll Packet along with acceptable ID must be completed within 3 business days of the start of your employment. Students hired for positions lasting less than 3 days must complete the Payroll Packet before or by the first day of employment. Please note: photocopies or scanned copies of identification are not acceptable. We must see the original documents.

Students who are residents of MI, PA, IN, WV, and KY must complete the packet that includes the State Reciprocity form. Residents from these bordering states are exempt from Ohio state tax withholding. This form can be obtained from the Office of Student Employment.

Students are ineligible to work through the Office of Student Employment while on co-op, practicum or have received approval for waiver of registration from the School of Graduate Studies.

Employment Guidelines:

- Earnings are paid directly to the student and are not credited against the student's tuition account.
- Pay dates are the 15th and last business day of each month.
- Students are paid either by check or direct deposit. **Direct deposit is the preferred method of payment.** A valid routing and bank account number of any bank located in the U.S. is all that is required. Direct deposit may be set up at www.case.edu/hcm.
- Paychecks are available for pick-up in the Office of Student Employment on the 15th and last business day of each month between 8:30a.m. - 5:00p.m. weekdays. Checks will be held for 30 days after which they will be mailed to the address printed on the check.
- You will receive one check regardless of the number of jobs held.
- The pay week begins on Sunday and ends on Saturday.
- As a student employee, you cannot work more than 20 hours a week during regular academic semesters (Fall & Spring). This 20 hour limit includes a combination of all hours from on-campus and off-campus positions through the Office of Student Employment. Violating the 20 hour policy will lead to termination of all positions held.
- You cannot work during your scheduled class and exam times even if your professor cancels class or ends class early.
- During semester breaks (Winter, Spring and Summer), you may work up to 40 hours per week.
- Student employees are not eligible for overtime compensation. Students are not permitted to work over 40 hours per week or 8 hours a day. This 40 hour limit applies to all positions through the Office of Student Employment.