



Office of Student Employment  
University Financial Aid  
Yost Hall, Room 412  
10900 Euclid Avenue  
Cleveland, Ohio 44106-7049  
phone: 216-368-4533 fax: 216-368-5054  
stu-emp@case.edu

## Student Employment Process

**Finding a job:** Use our website at <https://cwru.joinhandshake.com/login>. In some instances, you will need to submit a resume and go on interviews.

**Once hired:** You will review and sign the Hire form, which will be forwarded to our office along with the appropriate job description by the hiring department.

**Completion of Hire:** The hiring process is complete when we have received the following in the Office of Student Employment:

- Hire 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 <https://case.edu/financialaid/student-employment/student-employment-forms>. The Payroll packet along with the acceptable ID must be completed within 3 business days of the start of your employment however, students hired for 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.

Students are ineligible to work through the Office of Student Employment while on Co-op, or have received approval for waiver of registration.

### Employment Guidelines:

- Earnings are paid directly to the student and are not credited against the students' tuition account.
- Pay dates are the 15<sup>th</sup> and Last business day of the month (EOM)
- **Setting up Direct Deposit:** A valid routing and bank account number to any bank located in the U.S. is all that is required. You can easily set up direct deposit at [www.case.edu/hcm](http://www.case.edu/hcm).
- You will receive one check regardless of the number of jobs held
- The pay week begins on a Sunday and ends on a 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 all on campus and those considered off-campus positions 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, so you are never permitted to work over 40 hours per week, or 8 hours a day. This 40-hour limit includes a combination of all hours from all of your campus positions.