

# Student

# Employment



## Hi and welcome to WSU!!

If you read the notes in this handout, it will help you navigate through the student employment process at the University. Pay particular attention to the information on page 2.

There are two kinds of programs that employ students at WSU: “work study” and “student help.”

**Work Study** is based on financial aid. If you have been given work study as part of your Financial Aid package, your *award notification* will indicate this. **You may look up your award notification online by following these steps:**

- 1) From WSU homepage, click on Resources and then eServices
- 2) Login using your Star ID and password (call WSU help desk if you have questions, 507-457-2800)
- 3) Select Financial Aid and then select Awards
- 4) Work study will be listed as “FWS eligibility” or “SWS eligibility”

Work study eligibility does not guarantee employment because there are a limited number of positions on campus. But it does increase the number of potential jobs available to you. The departments that have work study budgets and can hire this type of employee **are marked with an asterisk** on the attached list of departments. A large number of work study job openings will be posted online in early August.

**Student Help** is the name given to the other employment program on campus. **All students are eligible for these types of positions.**

**The Student Employment/Payroll Office does not have a listing of job openings on campus.** Each supervisor is responsible for hiring his/her own staff.

**Supervisors are strongly encouraged to use the Career Services online job posting site**, called “Warrior Jobs.” Students may then use this website to view job openings that have been posted. Instructions and further information are available from [Career Services](http://www.winona.edu/career) ([www.winona.edu/career](http://www.winona.edu/career)).

Not all campus positions are posted on the Career Services website; in fact, most *student help* jobs are **not** posted. If there is a particular department for which you would like to make an inquiry about a job, feel free to call the department or stop in and make an inquiry in person. It’s a good idea to have a resume to leave with a potential employer. At the end of this handbook is a list of departments that have hired student employees in the past.

If you need help creating a resume, the Career Services Office is always ready and willing to help students with this task. Their website also offers a section called “Resume Basics.” Students are welcome to contact their office for further information.

You are not officially “hired” for the university until an electronic **Work Authorization Form** is completed *by your supervisor*. When you are hired, it will be for a certain **department** for a specified **period of time**. There is an **end date** to your assignment; after that date, you are no longer on payroll or considered an employee. You may be hired with multiple authorizations if you remain employed in the same department over several years or if you get multiple jobs.

The very **first time** you get a job on campus, you will have to complete a **Form I-9**. The law is very strict about how this form is to be completed. You will have to present **original documentation (not photocopies)** that verifies your identity and employment authorization. The Form I-9 must be completed **before you may begin working**.

The most common documents used for this form are listed below. To see the entire list of acceptable documents, you may view the Form I-9 on the [USCIS website](http://www.uscis.gov) (<http://www.uscis.gov>).

<b>UNEXPIRED PASSPORT</b> or <b>ORIGINAL SOCIAL SECURITY CARD</b> or <b>CERTIFIED COPY OF BIRTH CERTIFICATE</b>	<b>AND</b>	<b>UNEXPIRED DRIVER'S LICENSE</b> or <b>SCHOOL ID</b>
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You will also be asked to complete a **W-4 Form** for tax withholding. Many new employees do not know how to complete this form. If you have questions, you may want to ask a family member for help. The “basic” guidelines that I can give are:

- The lower the number you put in Box 5, the greater the amount of tax that will be taken out of your paychecks. For example, a zero (0) in box 5 will result in more taxes being taken out than a one (1), and so on.
- If you do not want any tax taken out of your paychecks, do **not** write anything in Boxes 5 or 6, and print the word “exempt” in Box 7. **If you select this option, you must complete one additional form called a W4MN, which is available at the Warrior Hub.**
- Under no circumstances can you complete both Boxes 5 and 7; if you do this, the form will be invalid and you will be asked to complete a new form.

**The last thing that you need to know about getting on student payroll is:**

You have to use **Direct Deposit** for your paychecks. **Sign up as soon as you are hired!!!** You are only allowed to enter one bank account for both Financial Aid and Student Payroll. Sign up by logging in to Student eServices (from homepage select “Resources,” then eServices and login). Select Student Employment in left-hand column and then Direct Deposit Setup. Follow on-screen directions.

Your **Pay Stubs** will be available to you online at the same site, under the heading “Earnings.”

If you have additional questions regarding student employment on campus, please check out the Student Employment [website](http://www.winona.edu/studentemployment) ([www.winona.edu/studentemployment](http://www.winona.edu/studentemployment)). This is a comprehensive site for both students and supervisors. Not only will you find answers to many of your questions, but there are tips for applying for jobs and interviewing.

*Kathy*

Kathy Mahlke, Student Employment Manager  
Maxwell 216, 507-457-5065  
[kmahlke@winona.edu](mailto:kmahlke@winona.edu)

## Departments with Student Employment Positions

(\* = department also has ability to hire work study)

<b>Academic Affairs, Vice President*</b>	Somsen 211	<b>College of Science &amp; Engineering, Dean*</b>	Stark 201
Classroom Support*	Maxwell 130	Biology Lab*	Pasteur 204
Information Technology Services*	Somsen 207	Chemistry Lab*	SLC 391
Information Tech Serv (Rochester)*	Goddard Library**	Computer Science*	Watkins 103
Infrastructure Services*	Somsen 111	Engineering*	Stark 203
Digital Learning Center (DLC)*	Krueger Library	Composite Materials Technology Center	Stark 203
Center for Global Education*	Maxwell 161	Geoscience*	SLC 166
International Scholar & Student Services*	Kryzsko 233	Math & Statistics*	Gildemeister 322
Study Abroad*	Maxwell 105	Physics*	Pasteur 120
English Language Programs	Minne 107		
Library*	Krueger Library	<b>Finance &amp; Admin Services, Vice President</b>	
Research, Assessment & Graduate Studies		Bookstore	Kryzsko
Graduate Studies	Somsen 210C	Building & Grounds Maintenance	Service Bldg
Grants & Sponsored Research*	Maxwell 155	Business Office*	Somsen 106
Institutional Planning, Assessment & Research	Maxwell 156	Campus Card Office	Maxwell 227
		Child Care Center*	Maria Hall***
Rochester Center & Outreach		Facilities Office*	Service Bldg
Camps & Conferencing*	Tau Center	Human Resources*	Somsen 114
Adult Continuing Education	Somsen 209	Mailroom*	Service Bldg
Rochester Center*	SS 127**	Parking	Maxwell 233
		Security	Sheehan Lobby
<b>Chartwell's Dining Services</b>	Kryzsko 2nd floor	Student Accounts Office	Maxwell 205
<b>College of Business, Dean*</b>	Somsen 309		
Accounting*	Somsen 323	<b>President's Office</b>	Somsen 201
Business Administration*	Somsen 324	Affirmative Action*	Somsen 202
Economics/Finance*	Somsen 319	Athletics*	IWC 159
Marketing*	Somsen 109	Athlete Services*	IWC 159
<b>College of Education, Dean*</b>	Gildemeister 103		
Counselor Educ/Leadership Educ*	Gildemeister 132	<b>Student Life &amp; Development, Vice President*</b>	Maxwell 225
Education*	Gildemeister 152	Admissions*	Maxwell 106
Physical Education & Sports Science*	Gildemeister 152	Dean of Students	Kryzsko 234
Special Education*	Gildemeister 221	Counseling Center*	IWC 222
Student Teaching*	Gildemeister 110	Financial Aid*	Warrior Hub
		Fitness Center*	IWC First Floor
<b>College of Liberal Arts, Dean*</b>	Minne 206	Health Services*	IWC 222
Art*	Watkins 204	Inclusion & Diversity*	Kryzsko 236
Arts Administration*	Watkins 204	Intramurals*	IWC 108
Communication Studies*	PAC 215	Registrar's*	Warrior Hub
English*	Minne 302	Housing & Residence Life	Kryzsko 235
Geography*	Minne 228	Student Answer Center*	Kryzsko
Global Studies & World Languages*	Minne 122	Student Senate	Kryzsko
History*	Minne 212	Student Support Services*	Krueger Library
KQAL Radio*	Phelps 130	Student Union	Kryzsko 117
Mass Communication*	Phelps 126	Warrior Success Center*	Maxwell 314
Music*	PAC 146		
Philosophy*	Minne 329	<b>University Advancement, Vice President*</b>	Somsen 204
Political Science*	Minne 120	Alumni Relations*	Somsen 206
Print Media Lab*	Phelps 111	Creative Services*	Somsen 205
Psychology*	Phelps 231	Development*	Somsen 204
Residential College	Lourdes Hall 152	Print Shop	Somsen 112
Sociology/Criminal Justice*	Minne 228	University Communications*	Somsen 210
Stage Management*	PAC 132	WSU Retiree Center	Alumni House
Theatre/Dance*	PAC 215		
Women & Gender Studies*	Minne 326	<b>Off-Campus Sites:</b>	
		Rochester Center Technical College*	Rochester Center
<b>College of Nursing &amp; Health Science, Dean*</b>	Stark 301	Winona Area Public Schools*	Maxwell 216
Health, Exercise & Rehabilitative Science*	Maxwell 351	Winona Public Library*	151 W. 5th St.
Master's Nursing Program (Rochester)*	CF 215**	Winona YMCA*	207 Winona St.
Nursing*	Stark 303		
Nursing (Rochester)*	Hlth Sci Bldg 101**		
		PAC: Performing Arts Center	
Recreation, Tourism & Therapeutic Recreation*	Maxwell 250	SLC: Science Lab Center	
Social Work*	Maxwell 250	IWC: Integrated Wellness Center	
		**Located on Rochester campus	
		***Maria Hall (West Campus) Must call 507-457-2300 to be allowed in	