Steps to Obtain a Federal Work Study Job

Search and Apply for Jobs

• Review the attached list of work study positions offered on campus.
• Approach departments directly by calling, emailing or stopping in.
• For short term assignments, the Office of Financial Aid will send out an email notification announcement.

The Paperwork Process

All first time KSU Student Employees must:

• Sign the Student Job Offer Form provided by your hiring department to accept the job offer.
• Bring the completed Student Job Offer Form to the Office of Financial Aid to complete the forms required for employment with:
  o Acceptable forms of I.D. (i.e. a KSU FLASHcard or driver's license and an original Social Security card or certified copy of a birth certificate)
  o Bank account information (routing number and account numbers for direct deposit)
• Log into CampusWorks at: https://campusworks.kent.edu and click Accept to electronically sign the Student Employment Certification Statement.

All first time & returning student employees must:

• Accept job offers online to complete the hiring process by checking your kent.edu email or logging into CampusWorks.
• You will have five days to respond to the offer or it will automatically expire (you will need to contact your hiring department to re-submit the assignment).
• Receive a Job Confirmation email when permission to work has been granted and your job has been activated.
• Permission to work is granted upon final confirmation of student enrollment, completion of paperwork and other employment eligibility requirements.

Access Your Electronic Pay Stub through FlashLine

• Kent State employees are required to enroll in the direct deposit program to receive their paychecks.
• To view your Pay Stub in FlashLine, click on the My HR Tab. Pay Stub and Direct Deposit are located in the Employment Details box in the top left Corner.