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## 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:
  - 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)
  - 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.