



KENT STATE
UNIVERSITY

STUDENT EMPLOYEE ONBOARDING



**KENT STATE**
UNIVERSITY

Congratulations!
You got a job on campus.

You have filled out your paperwork at Career Exploration and Development...

Now what?



BENEFITS OF PARTICIPATING

- Understand the policies and procedures related to on-campus student employment
- Discover beneficial resources available to you across campus
- Learn valuable customer service skills and healthy work habits
- Comprehend Kent State University's mission and priorities



KENT STATE UNIVERSITY MISSION

“We transform lives and communities through the power of discovery, learning and creative expression in an inclusive environment.”



KENT STATE'S 5 PRIORITIES

- **PRIORITY 1: STUDENTS FIRST** - Provide an inclusive and engaged living-learning environment where all students thrive and graduate as informed citizens committed to a life of impact
- **PRIORITY 2: A DISTINCTIVE KENT STATE** - Drive innovation, idea generation and national distinction through top-tier academic and research programs including the recruitment and support of talented faculty and staff
- **PRIORITY 3: GLOBAL COMPETITIVENESS** - Advance Kent State's impact and reach as a leading international university
- **PRIORITY 4: REGIONAL IMPACT** - Serve as the innovative engine and engaged partner to meet community needs and enhance quality of life in the region and state
- **PRIORITY 5: ORGANIZATIONAL STEWARDSHIP** - Ensure a culture of continuous improvement and the efficient stewardship of university resources and infrastructure



TRIVIA!

How many on-campus jobs does Kent State have?

- A. Less than 500
- B. 1000
- C. 3000
- D. 5000+



TRIVIA!

The correct answer is...

D!

Kent State University has over 5000 on-campus jobs.



CLOCKING IN

Do you know how to clock in to your on-campus position?

- Accessible through your **EMPLOYEE** tab on Flashline
- **PUNCH** will clock you in/out
- **LOGIN** will give you access to your timecards to keep track of your hours
- If you have more than one job on campus, login first and click the “transfer punch” button in the top right corner to change to a different site.
- If you notice that something looks incorrect on your timecard, contact your direct supervisor



The screenshot shows the 'User Security Check' login interface. It features a header with a user icon and the title 'User Security Check'. Below this are two input fields: 'Username' and 'Password (Case Sensitive)'. There are two buttons: a grey 'Punch' button and a blue 'Login' button. Below the buttons is a language selection dropdown menu set to 'English'. A 'Forgot Password?' link is located to the right of the password field. At the bottom, there is a copyright notice: 'Copyright © Empower Software Solutions, Inc. All rights reserved.'

empower
SOFTWARE SOLUTIONS

Passion at work.

HOW MANY HOURS CAN I WORK?

DOMESTIC STUDENTS

- 28 Hours Maximum Per Week In All On Campus Jobs Combined

INTERNATIONAL STUDENTS

- 20 Hours Maximum Per Week In All On Campus Jobs Combined When Classes Are In Session
- 28 Hours Maximum Per Week In All On Campus Jobs Combined When Classes Are Not In Session (Summer, Spring Break And Winter Break)

MANAGE YOUR HOURS!

Studies from the Bureau of Labor Statistics have shown that students who work **20 hours a week or less** are more **academically** successful than those who work too much



DIRECT DEPOSIT

Do you know how to set up your direct deposit?

1. **Locate your Employee Dashboard on Flashline**
2. **Go to “Payroll Direct Deposit”**
3. **Add your direct deposit allocation**



Student employees are paid BI-WEEKLY!

Do you know how to find out when you will get paid?

Step 1: Go to your Employee Dashboard on Flashline

Step 2: Locate the “Top Employee Resources”

Step 3: You will see the link to this year’s Payroll Schedule



TRIVIA!

Who is Kent State's largest on-campus employer?

- A. Dining Services (Aramark)
- B. Resident Services
- C. The Rec Center (SRWC)
- D. The Library



TRIVIA!

The correct answer is...

A!

Dining Services/Aramark is the largest on-campus employer.



WHAT ABOUT LUNCH?

Student employees who work a consecutive shift of 6 or more hours should be provided a 30 minute unpaid meal break, at the discretion of the supervisor.

Discuss with your supervisor to determine the best schedule for you, your supervisor and department.



HEALTHY WORK HABITS

On average, it takes a little over two months to form a habit.

1. Arrive on time
2. Stay organized
3. Follow the dress code given to you by your supervisor
4. Always be ready to pitch in wherever you are needed
5. Keep a smile & a positive attitude
6. Don't be afraid to ask for help



CALLING IN SICK

- Contact your supervisor as soon as you know you are not going to make it to work
- Ask your supervisor more about their department's policy regarding calling in sick



TIPS FOR HANDLING UPSET CUSTOMERS

1. Remain calm
2. Don't take it personally
3. Be sympathetic
4. Smile – Even on the phone



GRIEVANCES

The first steps set forward by University Policy are as follows

- The student employee and the immediate supervisor should attempt to find a resolution
- The student should contact the next level supervisor or administrative director/dean of the employing department to request a review of the concern if the student and immediate supervisor cannot come to a conclusion
- Students may seek the counsel of the Office of the Student Ombuds
- For more information, please use the following link to go to University Policy Register Rule 6.25.1



GOT HURT ON THE JOB?

1. Seek appropriate medical attention
2. **PROMPTLY** report it to your immediate supervisor
3. Complete the Employee Report of Injury or Occupational Illness form (located through Kent State's Human Resources website)
 - i. The supervisor will send the form to the Office of Environmental Health and Safety



DISCRIMINATION

It is the policy of the university that there shall be no unlawful discrimination based on race, color, religion, gender, sexual orientation, national origin, disability, age, ancestry, genetic information, military status, or identity as a disabled veteran or veteran of the Vietnam era, recently separated veteran, or other protected veteran.

If you feel you have been discriminated against, contact the Office of Equal Opportunity and Affirmative Action at 330-672-2038.



DISCRIMINATION

SEXUAL HARASSMENT

- Sexual harassment, including sexual misconduct, is a form of gender discrimination and is strictly prohibited by federal and state law, as well as university policy.
- You can report discrimination, harassment, or misconduct by contacting: The Office of Compliance, Equal Opportunity and Affirmative Action (EOAA)
Division of Human Resources
635 Loop Road
Heer Hall
330-672-2038
aa_eeo@kent.edu

PREVENT SEXUAL HARASSMENT & SEXUAL VIOLENCE



SEE IT

Don't turn a blind eye.



STATE IT

Tell someone.



STOP IT

File a complaint.

TRIVIA!

In the United States, what percentage of students have worked while attending college?

- A. 30%
- B. 50%
- C. 70%
- D. 100%



TRIVIA!

The correct answer is...

C!

About 70 percent of students are employed at some point while in college.





Thank You.

www.kent.edu