Steps to Become a Workstudy

- Apply online [www.ndscs.edu/careers](http://www.ndscs.edu/careers) Choose 8000 Student Employment
  - Click the "apply" button for NDSCS Academic Year Workstudy Positions
- Once the application is filled out, contact Human Resources for referral Haverty Hall 136, 701-671-2903, ndscs.hr@ndscs.edu
- Contact the supervisor on the referral form
- If accepted, new hire paperwork will need to be filled out in the Human Resources office, before you can start working
  - New hire paperwork requires two forms of ID, **Must be the Originals** (No Copies.) You will also need to bring your bank account and routing number for direct deposit.
  - Please let us know if you need assistance with the IDs.
- Once all paperwork is complete, you can start working

Types of Positions

- Athletics/Student Assistant
- Office
- Dining Services
- Elementary Reading/Math Tutor
- Cleaning/Maintenance
- Park & Rec Assistant
- Student Security
- Library
- Computer Tech
- Lifeguards
- Faculty office/Lab Assistant
- Many More!
Types of Funding
1. Federal - based on your FAFSA - 65% of positions
2. College - 20% of positions
3. Departmental - 15% of positions

Payroll Highlights
• You will punch in/out on a timesheet thru Web Clock
• See your supervisor or Human Resources staff if you need assistance
  If you are a federal worsktudy - you will use H14 on Web Clock

• Pays periods go from the 1st - 15th and from 16th - 31st or last day of month.

• NDSCS has a payroll lag - hours worked from the 1st to the 15th of the
  month are paid on the last working day of the month, etc
• If timesheets are incomplete (missing punches, etc), the hours will be processed
  in the next payperiod

Viewing Your Paycheck
• You can view your paycheck using HRMS Self Service link - Oracle PeopleSoft
  Sign-in
• Your login will be identical to your Campus Connection login information
• Click the View Paycheck - you will need to have DUO security set up
  See IT - if you need assistance

Please contact us if you have any questions.

Human Resources
Haverty Hall 136
701-671-2903