

# NDSCS Workstudy

## 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 workstudy - you will use H14 on Web Clock
  
  - Pays periods go from the 1st - 15th and from 16th - 31st or last day of month.
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- NDSCS has a payroll lag - hours worked from the 1<sup>st</sup> to the 15<sup>th</sup> 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**