

INSTRUCTIONS FOR GETTING AN ON-CAMPUS JOB.

1. ELIGIBILITY- To be eligible to work you must:

- have regular student status and be enrolled for 6 or more credit hours per term.
- Be a grad student enrolled for 9 or more credit hours.
- Be a part-time student with special permission from the Human Resource Director.

2. FIND A JOB

- Check at the Career Center.
- Get online www.eou.edu/career/stujobs.htm
- Check with individual departments on campus. Some of the major student employers are: Library, Facilities & Planning, Learning Center, Athletics, and the Computer Center.

3. BEFORE YOU START WORK, go to the Payroll office (IH203). You must fill out payroll paperwork in order to be paid. Please bring ID, including:

- **Social Security card:** If you do not have one, please go to the Social Security Admin. Building at 2205 Cove Avenue and apply for a duplicate. Bring the receipt in.
- **Student ID:** to receive an “approved to work” sticker.
- **Driver’s license or passport.**
- If you are interested in direct deposit, please bring a voided check or deposit slip.

***International students:** please bring your passport and I-94 card in addition to the above identification.

4. GETTING PAID

- If you have done the above and turned in a timesheet to your supervisor, you will be paid on the **last working day of the month.**