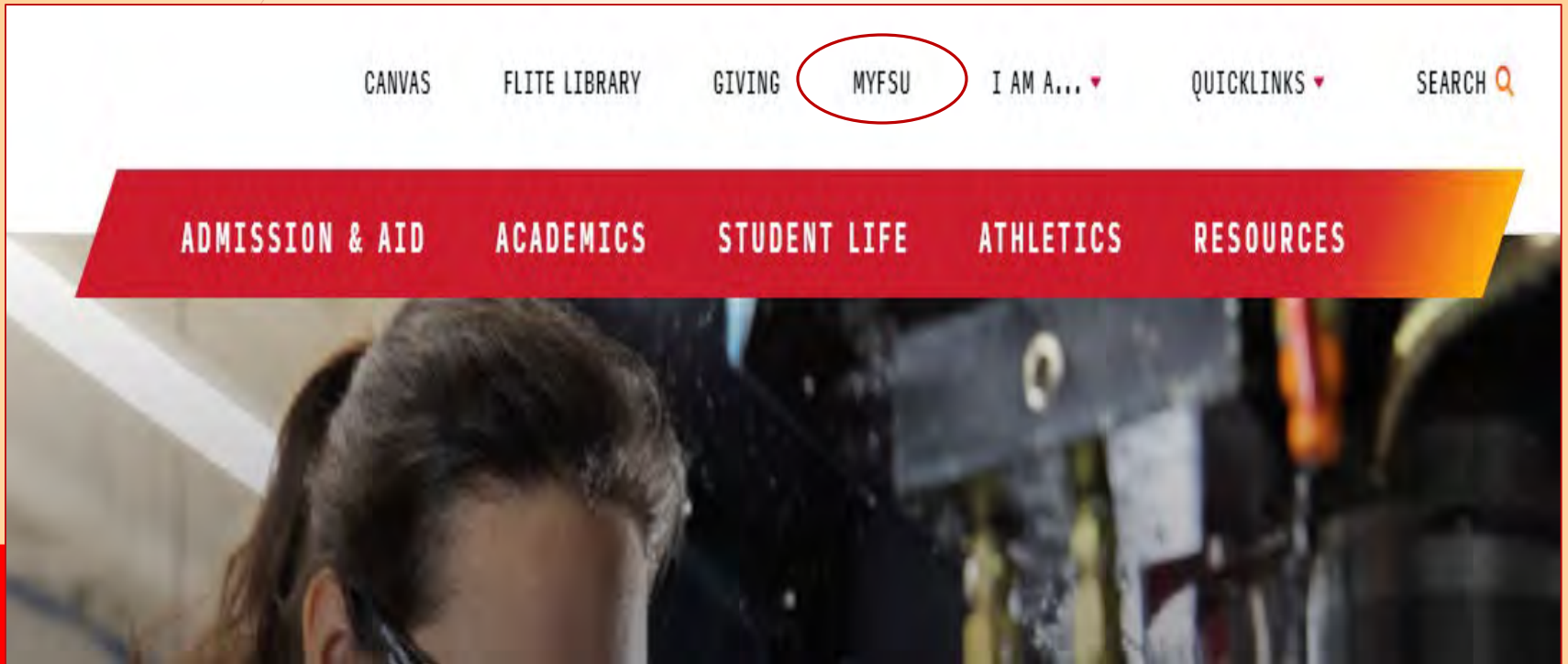


How to: Student Employment



- Go to www.ferris.edu
- Click MyFSU at the top of the screen





User Name

Password

SIGN IN

[Forgot Password?](#)

[Account Locked?](#)

[Need more help?](#)

Log in with your
username and
password



Once logged in, click on the "Student" tab

The screenshot shows the MyFSU website interface. A red arrow points to the "Student" tab in the top navigation bar. Another red arrow points to the "Student" tab in a zoomed-in view of the top navigation bar. A third red arrow points to the "Home Quick Links for Students and Banner INB" section. The main content area includes a "Confidential and Restricted Data Reminder - 12/11/16" section with a list of bullet points and links to FERPA, HIPAA, and PCI policies. At the bottom, there are sections for "HVAC" and "University Directory" with search forms.

MyFSU

Home Student Forms Library Communities

Home Community Home

Home Quick Links for Students and Banner INB

Symptom Checker Canvas E-Bill TimeClock Plus BULLDOG CONNECT E-Mail Admin Pages HandShake You@Ferris Change Password

Confidential and Restricted Data Reminder - 12/11/16

Confidential and Restricted data such as FERPA, HIPAA, and PCI, etc. require regular notification reminders about protecting that data. Only Ferris State University employees, affiliates, and a limited number of vendors who have a business need to view or access our data.

- You are responsible for changes made using your ID. Please do not share your ID or passwords with anyone.
- Any information you enter or change will be effective immediately, unless otherwise noted. You are responsible for any such entries.
- Some students have requested that even "Directory" information may not be released about them. These students will appear in Banner with this message, "Warning: Information about the person is confidential." Also, the word "confidential" appears in the upper left hand corner of Banner forms related to the student. Students with this additional restriction need to present a picture ID when requesting assistance.
- When requesting reports or working with Confidential and/or Restricted data, please get appropriate approvals and store in appropriate Ferris approved locations only.

Family Educational Rights and Privacy Act of 1974 (FERPA) – <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

<http://www.ferris.edu/htmlis/staff/forms/atasecurity/FERPA-Staff-Reference-Sheet.pdf>

Health Insurance Portability and Accountability Act of 1996 (HIPAA) – Please refer to the appropriate University Health Care Component's HIPAA Policies and Procedures for further information regarding privacy and security of patient information.

Payment Card Industry (PCI) - <http://www.ferris.edu/HTMLS/administration/buspolletter/financial/Credit-Card-Processing-And-Security-Policy.pdf>

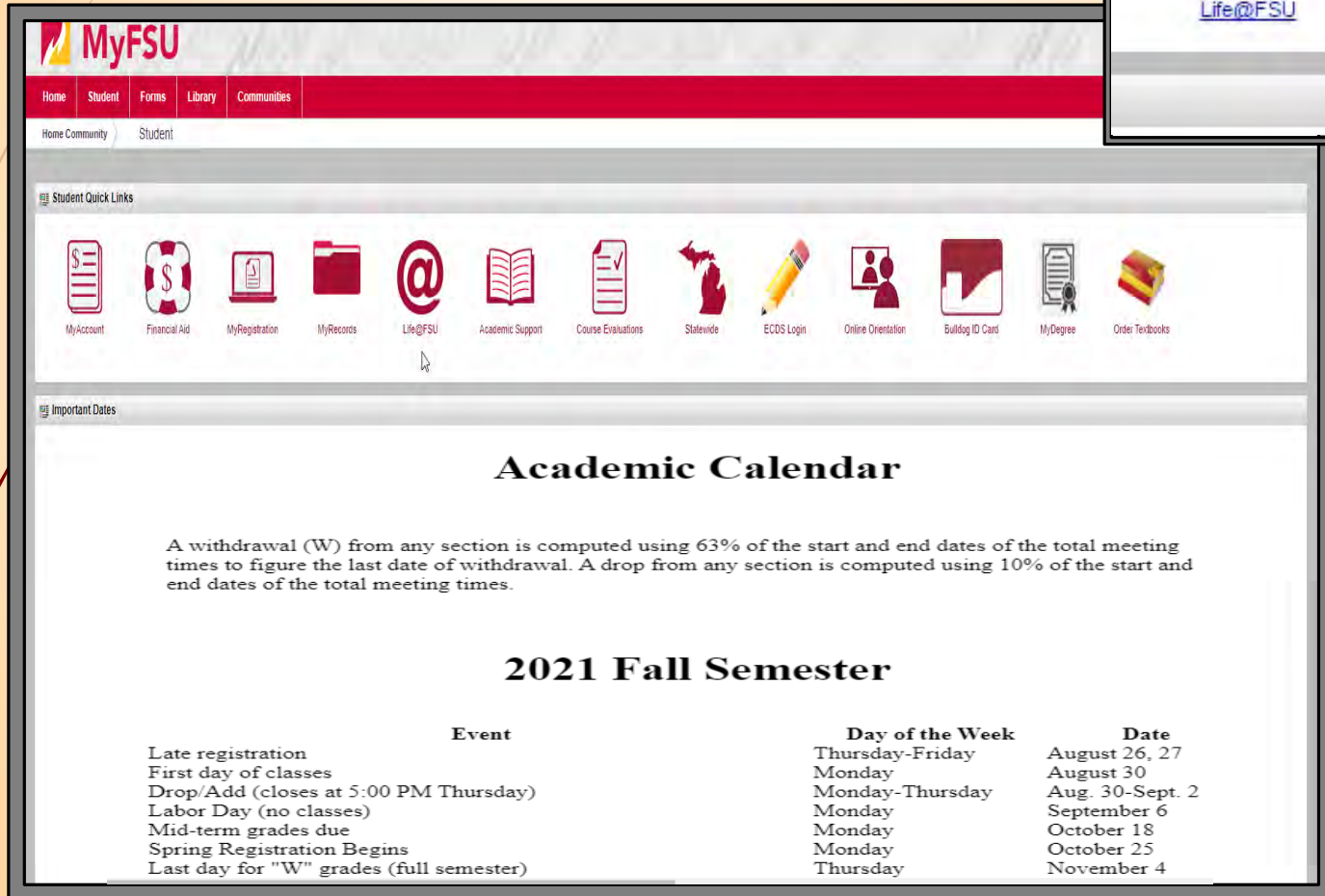
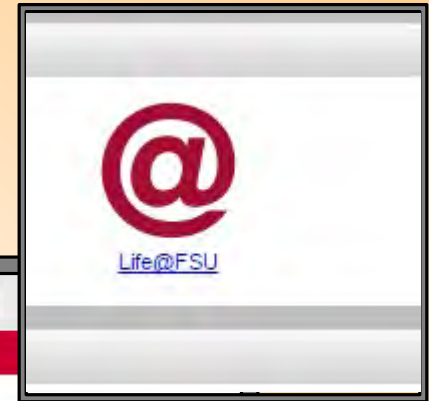
HVAC
Kivuto

University Directory

Find a Faculty/Staff Person
 Find Reset

Find a Person by Department
 Find Reset

Once in the student tab, select the "Life @ FSU" icon



MyFSU

Home Student Forms Library Communities

Home Community Student

Student Quick Links

MyAccount Financial Aid MyRegistration MyRecords **Life@FSU** Academic Support Course Evaluations Statewide ECOS Login Online Orientation Bulldog ID Card MyDegree Order Textbooks

Important Dates

Academic Calendar

A withdrawal (W) from any section is computed using 63% of the start and end dates of the total meeting times to figure the last date of withdrawal. A drop from any section is computed using 10% of the start and end dates of the total meeting times.

2021 Fall Semester

| Event | Day of the Week | Date |
|---|-----------------|-----------------|
| Late registration | Thursday-Friday | August 26, 27 |
| First day of classes | Monday | August 30 |
| Drop/Add (closes at 5:00 PM Thursday) | Monday-Thursday | Aug. 30-Sept. 2 |
| Labor Day (no classes) | Monday | September 6 |
| Mid-term grades due | Monday | October 18 |
| Spring Registration Begins | Monday | October 25 |
| Last day for "W" grades (full semester) | Thursday | November 4 |

Click on 'Local and On Campus Job Postings'



Student Employment

- [Student Employment Home Page](#)
- [Local and On Campus Job Postings](#)
- [Student Employment Handbook](#)
- [Student Employee - Pay Stub access](#)
- [Direct Deposit Form](#)



MyFSU

Home Student Forms Library Communities

Home Community Student Life@FSU

Campus Location Quick Links

- Dining & Housing
- Recreation
- Health Center
- Technology Support

Student Employment

- [Student Employment Home Page](#)
- [Local and On Campus Job Postings](#)
- [Student Employment Handbook](#)
- [Student Employee - Pay Stub access](#)
- [Student Employee - Direct Deposit Allocation](#)
- [Direct Deposit Form](#)
- [Work Study Earnings](#)
- [Click here for YTD earnings information to complete your FAFSA.](#)
- [W2 Year End Earnings Statement](#)
- [Job History](#)

Campus Safety and Information

The Department of Public Safety is located at 13

Emergencies 911

Non Emergencies (231) 591-5000
Campus Crime Hotline (231) 591-5900

Reporting Sexual Assaults
Reporting Bias Incidents
Annual Security Report
For more resources and detailed information abo

Welcome to Student Employment.

Please login using your MyFSU
user name and password.

Enter Username:

Enter Password:

Login



Ferris State University
1201 S. State St., CSS 101, Big Rapids, MI 49307-2714
Phone: (231) 591-2012
Hours: 8:00 AM - 5:00 PM, Monday through Friday
Contact: stuempl@ferris.edu

Again, log in with
your MyFSU
username and
password

*Depending on the
browser you are
using, a new
window may open
or your current
page will load to
this
(Same for the
following pages)

Registration Form

Personal Info

Address (Street, City, State, Zip)

Second Address

Phone/Cell

Program

Status

Experience/Employment History section is not mandatory. Once completed, data will be stored in our database and will not have to be completed again unless you need/want to update the information.

Experience/Employment History

Job History 1:

Beginning: Ending:

Employer Job Title

Duties

Job History 2:

Beginning: Ending:

Employer Job Title

Duties

Job History 2:

Beginning: Ending:

Employer Job Title

Duties

Job History 3:

Beginning: Ending:

Employer Job Title

Duties

Licenses/Certificates (if applicable)/Other Comments

If this is your first time entering the job website, you will automatically be brought to this page to set up your profile

Once you have saved your information, you will then be able to look at the jobs available

If this is not your first-time logging into the site, you will be brought to the home page.

The first thing you should do is click on 'Update Profile'



FERRIS STATE UNIVERSITY
IMAGINE MORE

Student Employment

Student Employment

Update Profile

[View Academic Year Jobs](#)

[View Summer Jobs](#)

[Log out](#)

Ferris State University
Welcome **Brutus B.** to the Student Employment job posting website
You have enrolled for 13 credit hours for Fall semester
You have Federal Work Study for the Academic Year 1213
Your total awarded amount is \$2,400.00 and you have earned \$801.57
Your balance is \$1,598.43

[Ferris](#) | [Admissions](#) | [Current Students](#) | [Faculty & Staff](#) | [Visitors](#) | [Alumni & Giving](#) | [Online](#) | [Searching](#) | [MyFSU](#)

This is the section where you can update all your personal info, along with employment history. Employers have access to this information so it is important to make sure it is complete

The screenshot shows the 'Student Employment' profile update page for Ferris State University. At the top left is the university logo with the tagline 'Imagine More'. At the top right is the page title 'Student Employment'. Below the header is a navigation bar with four buttons: 'Update Profile', 'View Jobs', 'Off Campus Jobs', and 'Log out'. The main content area is divided into two sections: 'Personal Info' and 'Experience/Employment History'. The 'Personal Info' section contains several input fields: 'Home Address' (1234 Bulldog Circle), 'School Address' (555 Ferris Lane), 'Home Phone', 'Phone/Cell Phone' ((555) 867-5306), 'Academic Program' (Nuclear Medicine Tech), and 'Status' (Sophomore). Below these fields is a note: 'Experience/Employment History section is not mandatory. If filled out, the data will be stored in our database and you will not have to fill it out again when you apply for the job later.' The 'Experience/Employment History' section is titled 'Job History 1:' and contains a table with the following data: Beginning (Aug 2011), Ending (Feb), Employer (FSU- FINAID/student emp), Job Title (Clencal), and Duties (Cover financial aid front desk, assisting students. Also processing students through payroll and assist). Below this is the label 'Job History 2:'.

| | |
|------------------|-----------------------|
| Home Address | 1234 Bulldog Circle |
| School Address | 555 Ferris Lane |
| Home Phone | |
| Phone/Cell Phone | (555) 867-5306 |
| Academic Program | Nuclear Medicine Tech |
| Status | Sophomore |

Experience/Employment History section is not mandatory. If filled out, the data will be stored in our database and you will not have to fill it out again when you apply for the job later.

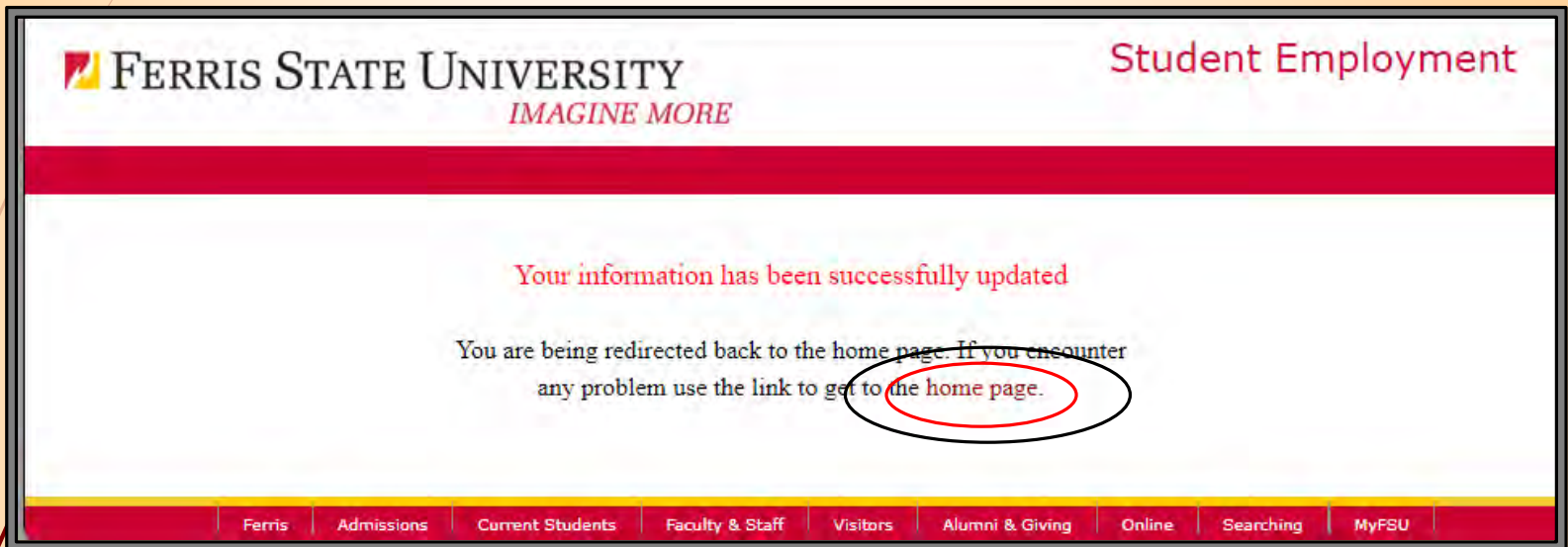
| | | | |
|----------------|---|-----------|---------|
| Job History 1: | | | |
| Beginning: | Aug 2011 | Ending: | Feb |
| Employer | FSU- FINAID/student emp | Job Title | Clencal |
| Duties | Cover financial aid front desk, assisting students. Also processing students through payroll and assist | | |

Job History 2:

DO NOT FORGET TO HIT UPDATE AT THE BOTTOM OF THE PAGE!

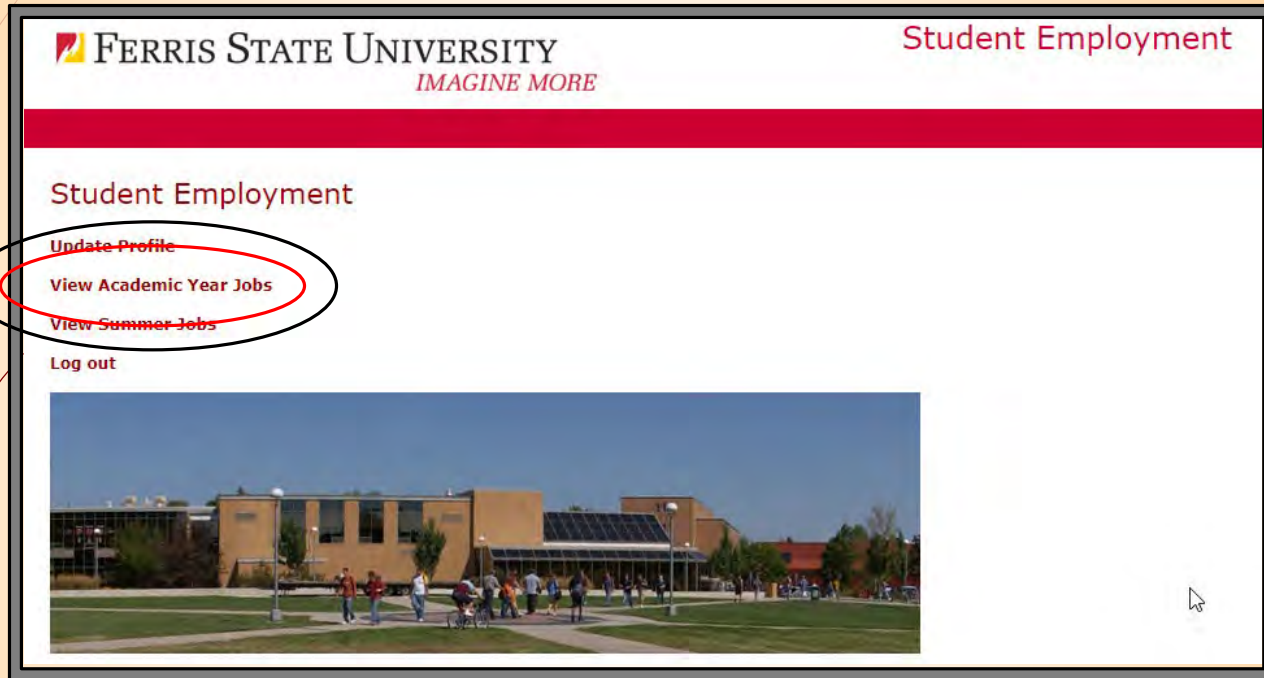
Once you hit 'Update' it will bring you to this page.

Click 'home page' to go back to the Student Employment's homepage



The screenshot shows the Ferris State University Student Employment page. At the top left is the Ferris State University logo and the text "FERRIS STATE UNIVERSITY" with the tagline "IMAGINE MORE" below it. At the top right is the text "Student Employment". A red horizontal bar is positioned below the header. The main content area features a red message: "Your information has been successfully updated". Below this, a black text message states: "You are being redirected back to the home page. If you encounter any problem use the link to get to the home page." The phrase "the home page" in the second sentence is circled in red. At the bottom of the page is a red navigation bar with yellow text links for "Ferris", "Admissions", "Current Students", "Faculty & Staff", "Visitors", "Alumni & Giving", "Online", "Searching", and "MyFSU".

Now you can click on 'View Academic Year Jobs' and you can begin looking at the available postings on campus for the Fall and Spring semesters.




FERRIS STATE UNIVERSITY
IMAGINE MORE

Student Employment

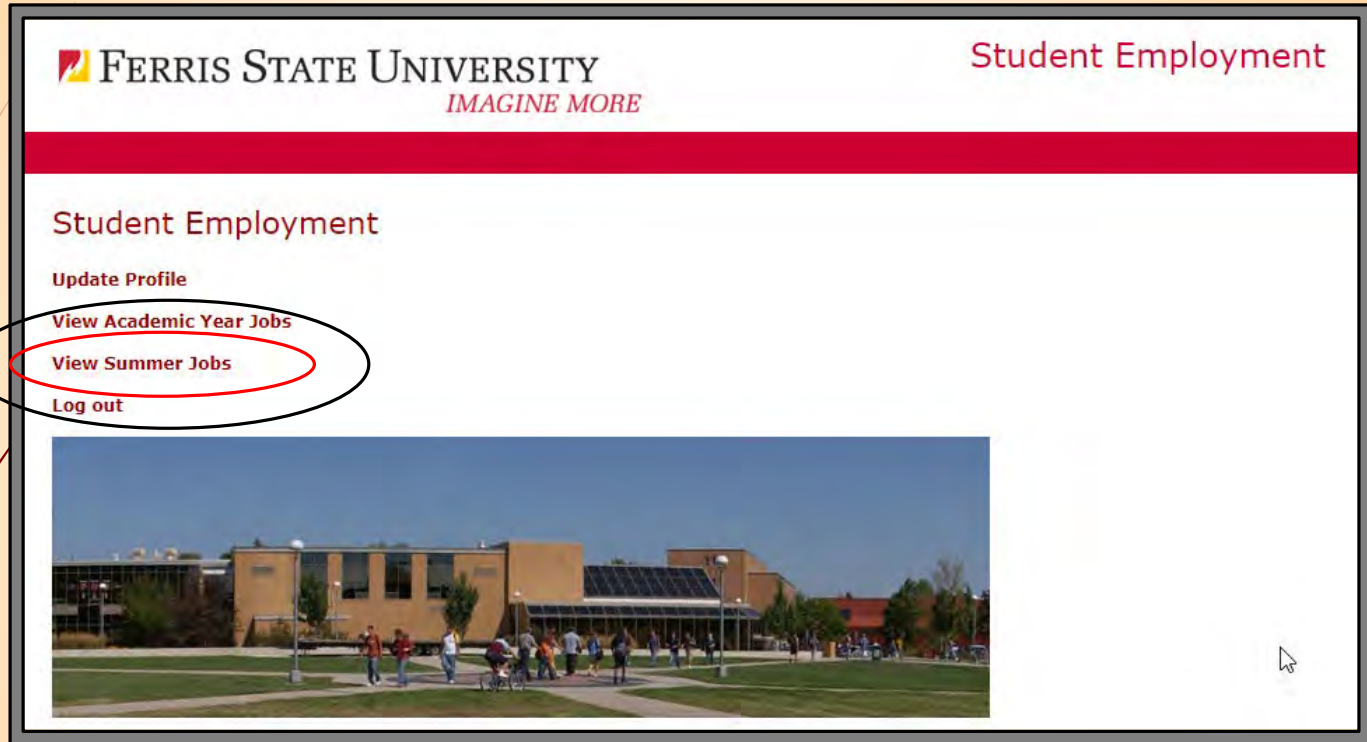
Student Employment

- [Update Profile](#)
- [View Academic Year Jobs](#)
- [View Summer Jobs](#)

[Log out](#)



Or you can click on 'View Summer Jobs' and you can begin looking at the available postings on campus for the Summer semester only.




The screenshot shows the Ferris State University Student Employment portal. At the top left is the university logo and name, "FERRIS STATE UNIVERSITY", with the tagline "IMAGINE MORE" below it. At the top right, the text "Student Employment" is displayed in red. A thick red horizontal bar spans the width of the page below the header. Underneath this bar, the heading "Student Employment" is repeated. Below the heading is a vertical list of menu items: "Update Profile", "View Academic Year Jobs", "View Summer Jobs", and "Log out". The "View Summer Jobs" option is circled in red. Below the menu items is a wide photograph of a modern university building with a large glass entrance and a paved walkway where several people are walking. A mouse cursor is visible in the bottom right corner of the page.

FERRIS STATE UNIVERSITY
IMAGINE MORE

Student Employment

Student Employment

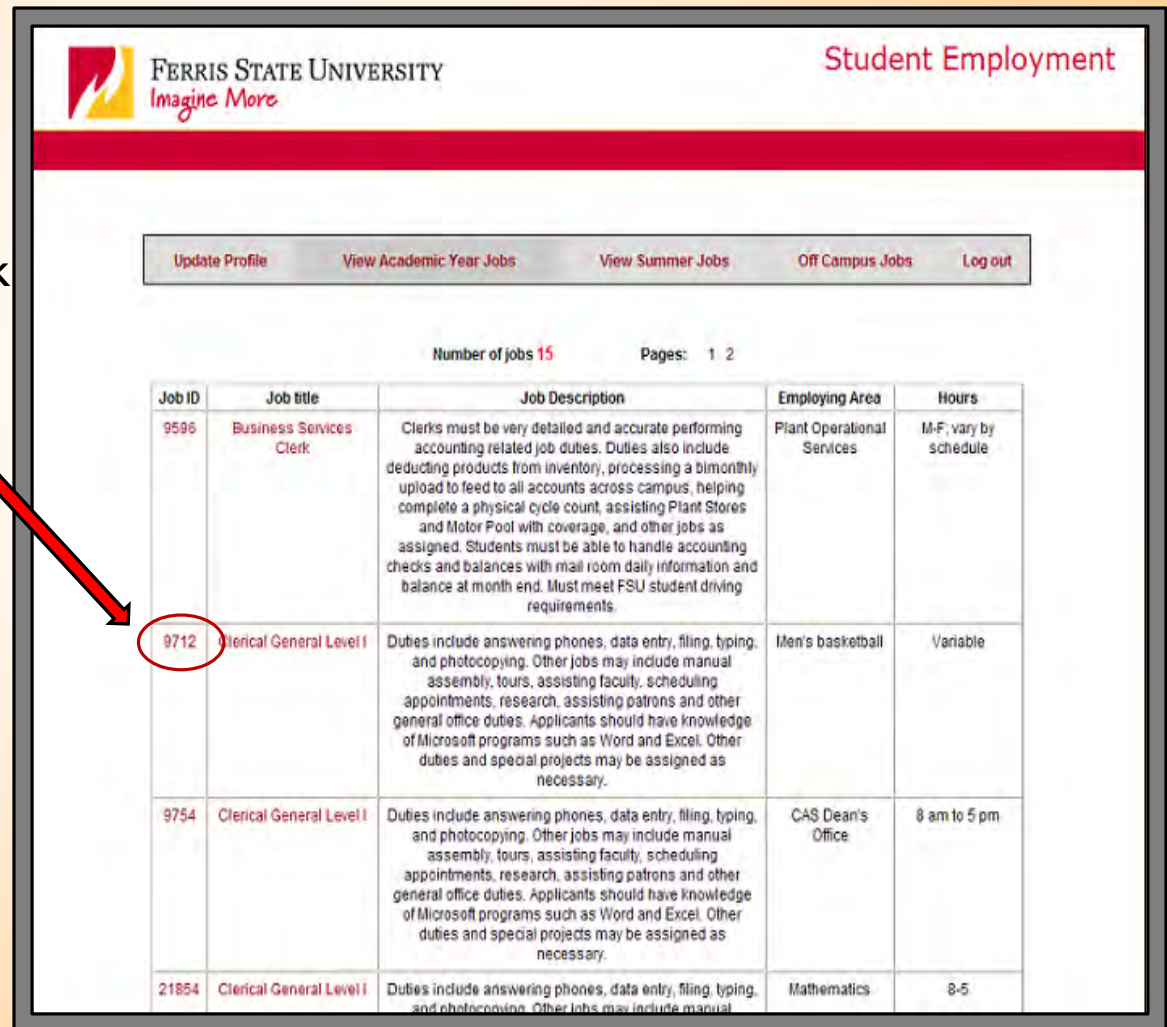
- Update Profile
- View Academic Year Jobs
- View Summer Jobs
- Log out



This is an example of what you might see, depending on which option you chose. Also whether or not you have work study will affect the number of jobs you may be able to see

When you see one that you are interested in, click on either the 'Job ID' or 'Job Title'

For an example, we will click on the Clerical General job



The screenshot shows the Ferris State University Student Employment portal. At the top, there is a navigation bar with the university logo and name, and the text "Student Employment". Below this is a menu with options: "Update Profile", "View Academic Year Jobs", "View Summer Jobs", "Off Campus Jobs", and "Log out". The main content area displays a list of jobs. The first job is "Business Services Clerk" with Job ID 9596. The second job is "Clerical General Level I" with Job ID 9712, which is circled in red. The third job is "Clerical General Level I" with Job ID 9754. The fourth job is "Clerical General Level I" with Job ID 21854. The table has columns for Job ID, Job title, Job Description, Employing Area, and Hours.

| Job ID | Job title | Job Description | Employing Area | Hours |
|--------|--------------------------|---|----------------------------|-----------------------|
| 9596 | Business Services Clerk | Clerks must be very detailed and accurate performing accounting related job duties. Duties also include deducting products from inventory, processing a bimonthly upload to feed to all accounts across campus, helping complete a physical cycle count, assisting Plant Stores and Motor Pool with coverage, and other jobs as assigned. Students must be able to handle accounting checks and balances with mail room daily information and balance at month end. Must meet FSU student driving requirements. | Plant Operational Services | M-F, vary by schedule |
| 9712 | Clerical General Level I | Duties include answering phones, data entry, filing, typing, and photocopying. Other jobs may include manual assembly, tours, assisting faculty, scheduling appointments, research, assisting patrons and other general office duties. Applicants should have knowledge of Microsoft programs such as Word and Excel. Other duties and special projects may be assigned as necessary. | Men's basketball | Variable |
| 9754 | Clerical General Level I | Duties include answering phones, data entry, filing, typing, and photocopying. Other jobs may include manual assembly, tours, assisting faculty, scheduling appointments, research, assisting patrons and other general office duties. Applicants should have knowledge of Microsoft programs such as Word and Excel. Other duties and special projects may be assigned as necessary. | CAS Dean's Office | 8 am to 5 pm |
| 21854 | Clerical General Level I | Duties include answering phones, data entry, filing, typing, and photocopying. Other jobs may include manual | Mathematics | 8-5 |



[Update Profile](#) [View Academic Year Jobs](#) [View Summer Jobs](#) [Off Campus Jobs](#) [Logout](#)

| | |
|--|---|
| Job Title: | Business Services Clerk |
| Department: | Physical Plant |
| Employing Area: | Plant Operational Services |
| Building: | General Services Building |
| Description: | Clerks must be very detailed and accurate performing accounting related job duties. Duties also include deducting products from inventory, processing a bimonthly upload to feed to all accounts across campus, helping complete a physical cycle count, assisting Plant Stores and Motor Pool with coverage, and other jobs as assigned. Students must be able to handle accounting checks and balances with mail room daily information and balance at month end. Must meet FSU student driving requirements. |
| Requirements: | Preference given to student with Accounting background/major. Must be detail oriented. Computer experience must include Excel and knowledge of databases is a plus. |
| Hours: | M-F; vary by schedule |
| Division: | |
| Date Received: | 10/31/12 |
| Period: | Academic 2012-2013 |
| Comments: | Please submit application and resume by November 9, 2012. Interviews to be held. Position to start as soon as possible. |
| Number of Openings: | 1 |
| Print job Referral/Application | |

When you click on the Job's ID or Title, it will bring you to this page

If you wish to apply for this job, click on 'Print job Referral/Application' at the bottom of the screen

This application shows an example of what it would look like for a student that DOES NOT have work study

Complete the 'Student's Class Schedule' section by X-ing out the times you are in class, allowing a potential employer to see when you are available to work

When you have completed the application, print out BOTH pages, and submit to the employer listed at the bottom of the page

6/15/2015 **EXAMPLE** Student Employment - Ferris State University

Ferris State University Student Employment Application

Student: Brutus **Student ID:** xxx.xx.xxx
Phone: (555)555-5555 **Email:** BulldogB@ferris.edu

Job ID:xxxxxx **Job Title:** Clerical General Level II

Academic Year Funding Source:
Departmental Budget No Award

Summer Funding Source: Departmental
Budget No Award

Wage rate: \$8.40 - \$8.75

Enrolled Summer 2015 Credit Hours: 0 **International Student:** No

Student Status: All hiring documents (I-9/W-4) are on file.

Resume Required: Employer requests a separate resume to be submitted with this application. For assistance creating or updating your resume, please contact the Office of Career Services.

Student's Class Schedule

Please shade or "X" the time you are in class and any other times you are NOT available to work.

| | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|-------|--------|--------|---------|-----------|----------|--------|----------|
| 8:00 | | | | | | | |
| 9:00 | | X | | X | | X | |
| 10:00 | | X | | X | | X | |
| 11:00 | | X | | X | | X | |
| 12:00 | | | | | | | |
| 1:00 | | | | | | | |
| 2:00 | | | | | | | |
| 3:00 | | | | | | | |
| 4:00 | | | X | | X | | |
| 5:00 | | | X | | X | | |
| 6:00 | | | | | | | |
| 7:00 | | | | | | | |
| 8:00 | | | | | | | |
| 9:00 | | | | | | | |

Please deliver or mail application to the Employer Contact:
Debbie
Ferris State University, Timme Center
CSS 101
Big Rapids MI 49307

EXAMPLE

<https://career.ferris.edu/admissions/financial-aid/student-employment/job-requirements/> et. cfm?jobid=24144

1/2

This application shows an example of what it would look like for a student that DOES have work study

Fill the application out the same way instructed in the previous slide. X-out the times you're in class, print BOTH pages, and bring to the employer listed at the bottom

Student Employment - Ferris State University Page 1 of 2

EXAMPLE

Ferris State University Student Employment Application

Student: Brutus Phone: (555) 555- 5555 **Student ID:** xxxx xx xxxx
Email: BulldogB@ferris.edu

Job ID: 24163 **Job Title:** Student Employment

Academic Year Funding Source: Federal Work Study \$2,600.00 **Earned to Date:** \$0.00

Summer Funding Source: Departmental Budget No Award

Wage rate: \$8.15 - \$8.45

Enrolled Summer 2015 Credit Hours: 0 **International Student:** No

Student Status: All hiring documents (I-9/W-4) are on file.

Resume Required: Employer requests a separate resume to be submitted with this application. For assistance creating or updating your resume, please contact the Office of Career Services.

Student's Class Schedule

Please shade or "X" the time you are in class and any other times you are NOT available to work.

| | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|-------|--------|--------|---------|-----------|----------|--------|----------|
| 8:00 | | | | | | | |
| 9:00 | | | | | | | |
| 10:00 | | | | | | | |
| 11:00 | | | | | | | |
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| 5:00 | | | | | | | |
| 6:00 | | | | | | | |
| 7:00 | | | | | | | |
| 8:00 | | | | | | | |
| 9:00 | | | | | | | |

Please deliver or mail application to the Employer Contact:
Debbie
Ferris State University, Timme Center , CSS 101
Big Rapids MI 49307

EXAMPLE

<https://www.ferris.edu/admissions/financialaid/studentemployment/jobs/createref.cfm?job...> 6/16/2015

Ferris State University Education/Employment History

Student: Brutus Bulldog

Student ID: XXX-XX-XXX

Academic Program: Nuclear Medicine Tech.

Grade Level: Sophomore

Employment History/Experience

Beginning : 8/2011

End :

Employer : FSU- FINAID/student employment office

Job Title : Clerical

Duties : Cover financial aid front desk, assisting students. Also processing students through payroll and assist with student employment.

Beginning : 9/2009

End : 12/2010

Employer : Eagle Enterprises

Job Title : Clerical

Duties : Balanced expenses, processed home foreclosure forms and loss of insurance forms.

Beginning : 4/2010

End : 7/2011

Employer : McDonald's

Job Title : Crew member

Duties : Performed daily tasks in all areas such as: kitchen, customer service, and maintenance.

Licenses/Certificates / Other Comments: None

Signature _____

Date _____




Do NOT forget to
sign AND date
the application
before
submitting it





What to do After Submitting an Application for Student Employment

It is important to note the name and address of the person you delivered the form to for future reference. If you do not hear back from them within a reasonable time frame, you should follow up to ask the status of your application.



If you have questions or comments please contact the Student
Employment Office at (231) 591-2012.

Best of luck with your
employment search here at
Ferris State University!