

# IMSE Hourly Student Employee Information

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## BEFORE YOU START WORKING

### WorkDay and UHR or ISSO

WorkDay is the online Human Resource and Finance Portal you will use to submit onboarding information, set up direct deposit, clock in/out, and submit your hours. For more information on this process, read these instructions: <https://iastate.app.box.com/v/onboarding-QRG>.

You will need to complete the requested forms in WorkDay AND go to the University Human Resources (UHR) office in 3810 Beardshear Hall or the International Students and Scholars Office (ISSO) in 3241 Memorial Union to fill out your identification verification **within 3 days of your hire/start date**. UHR will separate you from WorkDay (remove your job) on the 4th business day if not completed.

### Tracking Time

- You CANNOT work more than **20 hours per week total** for all University jobs combined
- You are responsible for clocking in/out **AND** submitting your hours **each week** through WorkDay.

For directions on how to do this, see the instructions below:

- ◆ Using the Web/Computer: <https://tinyurl.com/y66oxkgx>
- ◆ Using an Apple or Android device: <https://tinyurl.com/yxbv2xhj>

## JOB EXPECTATIONS

### Communication with Supervisor

It is your responsibility to communicate with your supervisor on your schedule, expectations for your work, and any required trainings for your position. You must clock in/out using WorkDay. **If you have multiple jobs, make sure you select the correct job when clocking in/out.**

**You must submit your hours in Workday every Friday.** This is different from clocking in/out. Your supervisor will approve hours twice a month. You cannot submit hours if you worked zero hours in a week, however, please still communicate this information with your supervisor. Failure to submit hours appropriately can impact your ability to be paid on time.

## WHERE TO GO FOR HELP

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