IMSE **Hourly Student Employee Information**

IF THIS IS YOUR 1ST UNIVERSITY JOB: 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.

Please read and follow these instructions to complete your onboarding:

https://iastate.service-now.com/uhr?id=kb_article_view&sysparm_article=KB0012532

You may want to download the Workday app to your smartphone. See the links below for instructions:

iPhone: https://iastate.service-now.com/isu?id=kb_article_view&sysparm_article=KB0011603

Android: https://iastate.service-now.com/isu?id=kb_article_view&sysparm_article=KB0011602

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 **MUST be completed ON or BEFORE you work your 1st shift. Working before this step is completed can result in negative consequences.** You will need **original documents**--not copies--to present in person to either UHR Service Center, 3810 Beardshear, or the ISSO, 3241 Memorial Union (for international students).

REMINDERS FOR ALL STUDENT HOURLY EMPLOYEES: Tracking Time

➔ You can work a **maximum of 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

Your timesheet must be COMPLETE and ACCURATE before you submit it to your supervisor
If you have any inaccuracies in your timesheet please contact kategarr@iastate.edu for assistance

JOB EXPECTATIONS: Communication with Supervisor

It is your responsibility to communicate with your supervisor about 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 CORRECT hours in Workday every Monday (for the previous week). This is different from clocking in/out. Your supervisor cannot approve your hours and send them to payroll until you submit them so please submit your hours promptly and regularly. 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 QUESTIONS/HELP

Kate Garretson kategarr@iastate.edu
515-294-0387

Please reach out for any assistance--I am here to help! ☺