The Student Employment Office helps students find jobs on campus and offers training sessions for both students and supervisors.

Student Employment implemented an online timekeeping system called UltiPro about a year ago! It is a one stop shop for all student employee needs – punch in and out for work, review timecards, see their Federal Work Study award balance, view pay history & pay checks, print their W-2, etc.!

Meet Student Employment!

Aimee Parks is the Assistant Director of Human Resources for Student Employment and a Monmouth University alum! She is dedicated to making sure both students and supervisors have a positive employment experience.

Rose Chasey is the Student Employment Assistant and handles the flow of the office while maintaining our database of jobs.

Fall 2015 Important Dates

Timecards are due by Noon on the following dates:

- September 8th
- September 21st
- October 5th
- October 19th
- November 2nd
- November 16th
- November 30th
- December 14th
- December 28th

Pay day will be distributed on the following dates (for faster payment please get direct deposit):

- September 3rd
- September 17th
- October 1st
- October 15th
- October 29th
- November 12th
- November 25th
- December 10th
- December 21st

Fall Semester Workshops:

Resume Writing Workshop
Wednesday, October 21st
Bey Hall 222 at 3pm

Active Shooter Training
Thursday, October 29th
Bey Hall 222 at 3pm

Debt Management*
Wednesday, November 18th
Student Center Room 202A at 3pm

*Limited Seating. RSVP REQUIRED FOR THIS GREAT WORKSHOP!!
We have fifteen TouchBase clocks installed! It is the fastest way to punch in/out of work.

At the beginning of a shift:
- Enter your student ID number (with no leading zero)
- Press “Go”
- Press “Clock In”
- There are 4 fields- “Fund,” “Object,” “Department,” and “Job”- press each word and select the correct option (most only have 1 option)
- Press “Submit”
- You will see a clock with a note indicating “You clocked in at ___”
- Go work!

At the end of your shift:
- Enter your student ID number (with no leading zero)
- Press “Go”
- Press “Clock Out”
- You will see a summary of the day– press “Continue”
- You will see a clock that says “You clocked out at ____”

Locations
- Woods Theater
- Library
- Oakwood Hall
- Laurel Hall
- Wilson Hall
- McAllan Hall
- Plangere Center
- 600 Building
- Student Center
- Edison Hall
- Pollack Theater
- Facilities Management
- Bey Hall
- Athletics Building
- Multipurpose Activity Center (MAC)

Employment Etiquette

Many of our students may have their first work experience at Monmouth. Here are some tips on how to make it the best experience possible!

Students:
- Dress appropriately! Pajamas and sweatpants should stay at home.
- Put your phone away! Even if you are “paying attention” it is not professional looking and seems like you are distracted. If it is an emergency then let your supervisor know and take the call outside.
- Show up to work on time.
- Ask for projects– show initiative! Your supervisor might not know all of your strengths and capabilities so let them know what you can do!
- If allowed– answer the office phone when it rings- “Good morning! Office of ____, this is ____ how may I help you?”

Supervisors:
- Nobody likes to create more work for their supervisors so make sure you submit your timecard on time!
- Respect personal space and knock before entering any office.
- Be aware of your web image.

- Have projects for your students to work on.
- Use this opportunity to learn more about the “pulse” of campus– what students are involved with, events on campus, what is important to them, etc.
- Be specific. If students are doing well– Tell them! If they should be doing things differently– Tell them! Constructive feedback is the best lesson.
- Everyone loves to get paid! So make sure you approve timecards by the deadlines.

We have moved!

Visit us in Bey Hall Room 127

Phone: (732) 263-5706
Fax: (732) 923-4757
Website: http://www.monmouth.edu/student_employment

UltiPro Info: http://www.monmouth.edu/university/student_employment/ultipro

3 Steps to Direct Deposit

1– Fill out a Direct Deposit form (stop by our office OR print it out from UltiPro)
2– Bring the completed form to Payroll (first floor of Wilson Hall)
3– Get your pay deposited automatically!

*It takes 2 pay periods to go into effect*