

ESH (Employment Self Help)



FAQ's and Info for Students and Parents

What is an ESH job?

- An ESH job is a position on campus that plays a vital role in helping the college sustain itself. Examples of an ESH job might be a lab or office assistant, subject tutor, campus service work, security, or manager for a sport team.
- The ideal goal of an ESH job is to equip each student with skills that will help him be more marketable to an employer or post graduate school while helping the student pay for attending college.

What is ESH?

- ▶ ESH is a component of financial aid that is awarded based on need. It must be earned by working at a job on campus.
- ▶ Only students with ESH in their financial aid package are allowed to work on campus.
- ▶ The amount of your ESH award can fluctuate based on your need as determined by the Financial Aid Office.
- ▶ Maximum suggested hours per week are:
 - Freshmen – 14 hours Sophomores – 16 hours
 - Juniors – 18 hours Seniors – 20 hours



What is ESH? (cont'd)

- ▶ The value of ESH that is in your financial aid award, is PRE-TAX. As you earn, federal, state and county taxes will be withheld in accordance with federal tax regulations. You will receive the after-tax benefit of your wages.

How do I obtain an ESH Credit?

- ▶ If you choose to use your ESH award to apply a portion of your earnings to your tuition bill, you will receive an advance credit on each semester's tuition bill.
- ▶ The credit = Expected earnings for the year divided by 2, times the percentage you request to apply to your tuition bill, X 94% (estimated net after withholding taxes).
- ▶ For example:
 - ▶ \$4000 ESH awarded for the year
 - ▶ 50% requested to apply to tuition bill
 - ▶ Credit on FALL tuition bill = \$940
 - ▶ $\$4000 / 2 = \$2000 \times 50\% = \$1000 \times 94\% = \940

How do I enroll in ESH?

- ▶ Complete an ESH Response Form either from the Class of 2016 checklist or at www.wabash.edu/esh.
- ▶ All prospective employees must complete employment paperwork with the Business Office **before** beginning work at an ESH job.
- ▶ You must provide government issued identification. Common forms of identification: driver's license and social security card OR passport. These must be ORIGINAL documents (NO COPIES!)
- ▶ Your bank account number and bank routing number are also required if you request direct deposit into your bank account.

How does it work?



- ▶ Deposited into bank account
- ▶ If you choose to have all of your net earnings deposited into your bank account, you will not get the benefit of your ESH award on your tuition bill.
- ▶ Credited to your bill
 - If you choose to have all or a portion of your earnings withheld each pay period and credited to your tuition bill, you will receive an advance credit on your tuition bill.
- ▶ Or, both.
 - If you only apply a portion of your earnings to your tuition bill, the remainder will be deposited into your bank account.

What if I choose to have ESH directly deposited into my bank account?

- ▶ If you choose to use your ESH earnings for personal expenses instead of applying a portion to your tuition bill, do not request a payroll deduction when you complete the ESH Response Form. If you make this choice, your ESH award will not be reflected on your tuition bill.



How do I apply for an ESH job?

- ▶ Through “[Wabash Works](#)”

- ▶ [Wabash-MyBash](#)
click “MyBash” at the top of any page, then select “Wabash Works” from the menu at the left.



Wabash Works

WabashWorks!
Little Giants, Big Results

[Choose a different school](#)

Username: Password: [Enter](#) [Forgot your password?](#)

Students

Welcome! For "How To" use WabashWorks videos go to <http://www.wabash.edu/careers/students/videos>. To login use your Wabash username, the password is wabash.

Career Center Info
Phone: 765-361-6414
[Email the Career Center](#)
[Go to the School Web Site](#)

EMPLOYERS..Welcome to the Experience eRecruiting Network at Wabash College!

Please follow the login instructions located in the box on the right side of this page to access career information and to connect with the thousands of opportunities that are available within the Network.

Employers

[Employers log in here](#)

Career Center Info
Phone: (765) 361-6414
[Email the Career Center](#)

To log in, use your regular Wabash username. Your default Wabash Works password is 'wabash'.

How do I know how many hours I have left?

- ▶ Students are responsible for keeping track of their total hours worked. A student can access his payroll advice on AskWally to check how many hours he has worked during previous pay periods. Students also receive an email after each pay period summarizing their ESH hours worked and remaining availability.
- ▶ ESH Supervisors also receive a bi-weekly tracking sheet that itemizes the amount of ESH a student has worked and how many hours a student has remaining for the year.
- ▶ Every two weeks, a student will be required to submit hours on [AskWally](#). All hours must be entered by 9:30am every other Monday. The student's supervisor will approve these hours.
- ▶ Falsification of hours is illegal and will result in disciplinary action from the Dean's office.

What if I run out of hours, but would like to continue working?

- If a student runs out of ESH hours, and needs extra financial assistance, he must contact the financial aid office. By keeping track of ESH hours, a student should have a general idea on a bi-weekly basis if he is on pace to exceed his initial ESH award. If a student knows that more ESH will be needed, he should contact [financial aid](#) as early as possible.
- Financial aid cannot exceed the cost of education. If your aid package already equals cost of education as determined by the Financial Aid office, you won't be eligible for additional ESH. If your aid package is less than cost of education, you may be eligible for additional ESH.



Can I be fired from an ESH job?

- ▶ There is no contract of employment between the College and any of its employees (including student ESH employees). While the College hopes that your ESH employment relationship with it will be a satisfactory one, you may resign your ESH employment at any time for any reason at all, with or without notice. Similarly, the College (your supervisor) may terminate the ESH employment relationship. Either of the previously stated actions may change your tuition invoice.

Can my ESH performance be documented?

- ▶ [WabashWorks](#) offers a notes section in which an employer can write notes on an ESH employee.
- ▶ These notes, both positive and negative, can be seen by other supervisors that might be looking to hire a student for a position.



I don't want to work immediately upon my arrival to Wabash. Do I have to accept ESH immediately?

- ▶ You are not required to work ESH, but if you request a payroll deduction and are given an advance credit for those expected earnings, at the end of the semester, you must pay the difference if you do not earn the amount expected.
- ▶ In order to maintain your ESH payroll deduction credit during the fall semester, you must acquire and begin working an ESH job by October 15.

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Questions and More Information

- ▶ If you have questions or would like more information about ESH, please contact any of the following:
 - Jason Hutchison, ESH co-coordinator
 - hutchisj@wabash.edu, 765.361.6353
 - Steve Barnes, ESH co-coordinator
 - barness@wabash.edu, 765.361.6272
 - Jeanne Worthy, Administrative Assistant to the Business Office
 - worthyj@wabash.edu, 765.361.6326