

OSU Newark and COTC Student Employment Employee Handbook

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Table of Contents

The following links are provided for quick reference and navigational purposes;
click on desired topic to view.

Introduction

[Purpose](#)

[Types of Student Employment Funding](#)

Starting the Student Employment Process

[How to Find a Job](#)

[Tips for Job Search](#)

[Requirements before Beginning to Work](#)

Participating in the Student Employment Program

[General Guidelines](#)

[Orientation/Training](#)

[Class Schedule](#)

[Enrollment Requirements](#)

[Time Cards and Pay Information](#)

[Maximum Hours](#)

[Evaluations](#)

[Work Permit Guidelines](#)

[Name & Address Changes](#)

Human Resources Student Employment Policies

[OSU](#)

[COTC](#)

Introduction

Purpose

This Student Employment Handbook is designed for student employees attending the Newark Campus of The Ohio State University and Central Ohio Technical College. It contains an overview of the Student Employment Program and explains the rights and responsibilities of a student employee.

The Student Employment Program is committed to promoting the employment of students on campus.

Student employment:

- Enhances the education and personal growth of students by providing work-related learning experiences.
- Equips students with professional and practical training in their area of academic pursuit.
- Supplies students, who for financial reasons may not have been otherwise able to attend, with the funds to afford college.
- Provides valuable job references for future employment.

[Return to Table of Contents](#)

Types of Student Employment Funding

The Student Employment Program includes both ***Federal Work-Study*** and ***Student Wage*** funding programs.

Federal Work-Study (FWS): awarded to students based on financial need and the availability of funds. Students will be notified of their FWS eligibility in the Financial Aid Award Letter. Students earning FWS funds must adhere to the Financial Aid Standards of Academic Progress Policy, must be enrolled at least six credit hours, and may not earn more than their annual FWS award.

Student Wage: Students need not be eligible for financial aid to be employed on campus through student wages. The student's are paid from the individual department's budgets.

[Return to Table of Contents](#)

Starting the Student Employment Process

How to Find a Job

1. Thoroughly read each job description and be certain that you qualify for the position. All available positions are located on the Student Employment website
2. Complete application and submit to the Office of Financial Aid. Applications are available in the Office of Financial Aid and on the Student Employment website.
3. Your completed application will be forwarded to all of the supervisors whose job numbers are listed on the application.
4. The supervisors will review the applications, set up interviews and hire student employees for their positions.

[Return to Table of Contents](#)

Tips for Job Search

1. Complete the application legibly and completely, including work experience, training and skills that would highlight your contribution to the department.
2. Show interest in the job by introducing yourself to the supervisor.
3. Conduct yourself in a professional manner.

[Return to Table of Contents](#)

Requirements before Beginning Work

All student employees are required to complete a Student Employment Application and the new hire paperwork.

OSU students will be emailed their forms after their supervisor has completed the request form.

COTC students will pick up their forms in the Office of Financial Aid (Hopewell Hall).

[Return to Table of Contents](#)

Participating in the Student Employment Program

General guidelines

OSU students may work in OSU and Cost-Shared departments.

COTC students may work in COTC and Cost-Shared departments.

Campus e-mail is the primary tool for Student Employment communications. Be sure to read your e-mail frequently. You are responsible for all information provided to you.

[Return to Table of Contents](#)

Orientation/Training

Your supervisor should provide you with an orientation of the department after you have been hired. It should cover details such as: work schedule and job requirements. If you have any questions regarding your job responsibilities or other employment questions, ask your supervisor. Your on-campus student employment should be handled like any other job. You should understand your employment within the department and should be advised of any expectations the supervisor and department may have for you. Likewise, you should also know to whom you should directly report, and follow any guidelines set by your supervisor regarding the department goals.

It is important that you understand the significance of your position. You are expected to arrive on time, complete assigned tasks, and stay until you are scheduled to leave. If you are ill or unable to come in as scheduled, you should inform your supervisor PRIOR

to your scheduled time. Supervisors may vary on how they manage employees. Individual supervisors may have expectations regarding confidentiality, dependability, dress code, office etiquette, work ethic, and job requirements. If you have any questions regarding the importance of certain job duties and expectations, these concerns should be discussed with your supervisor.

Student employees are employed at will and serve at the discretion of the employing unit. Accordingly, your employment may be ended at any time by either you or the university/college.

[Return to Table of Contents](#)

Class Schedule

Federal regulations prohibit students from working during scheduled class times. Students should provide a copy of their class schedule to their supervisor each term and arrange a work schedule which does not conflict with their classes.

[Return to Table of Contents](#)

Enrollment Requirements

- Enrollment of at least 6 hours is required to earn FWS.
- One term of non-enrollment “off term” is permitted per academic year to earn wages.

[Return to Table of Contents](#)

Timesheets and Pay Information

Students must submit a timesheet each pay period. The supervisor will instruct the employee on completion procedures. Tutorials are located on the Student Employment website.

OSU students use etimesheet located @ <https://etimesheet.osu.edu>

COTC students Webtime located @ MyCOTC

Refer to the [Payroll Schedule and Calendar](#) for pay period dates, timecard due dates and pay days. It is enclosed in the tax packet and available on line.

* **COTC Student Employees:** your pay will be available on payday after 9:00 am at your financial institution (if direct deposited) or mailed on payday (if not direct deposit). Pay Advices are available via COTConnect.

* **OSU Student Employees:** will receive their pay by direct deposit, a "payroll card," or a check will be mailed on pay day from Columbus. Pay stub information will be available via the Web and via the telephone through an interactive voice response system. Refer to <http://hr.osu.edu/payroll/epayroll.htm> for specific details.

[Return to Table of Contents](#)

Maximum Hours

28 hours/week during academic terms in which enrolled.

38 hours/week during "off" academic terms and official school breaks.

Student employee status may be retained for one additional academic session (not semester) following either graduation or withdrawal from enrollment.

[Return to Table of Contents](#)

Evaluations

During the time that you are employed, your supervisor may want to evaluate your work performance. The evaluation will give you an idea of your performance in their department and will provide your supervisor with a reference point should you request a letter of recommendation.

[Return to Table of Contents](#)

Work Permit Guidelines

- Student and Supervisor will be notified if a Work Permit is required at the time a Payroll Authorization & Placement Record is generated.
- Students meeting the definition of a minor, as defined below, may not begin working until a Work Permit is on file. The supervisor will be notified when the Work Permit has been received
- Supervisors must ensure that all restrictions and requirements are enforced.

Minor" Any person less than 18 years of age.

"Break Requirement" All minors are required to have a 30 minute uninterrupted break when working more than 5 consecutive hours which must be documented.

"Employment Hours"

Minors 14 and 15

When school is IN session minors 14 & 15 cannot be employed before 7:00 a.m. or after 7:00 p.m.; work more than 3 hours on any School Day; work more than 18 hours in any School Week; work during school hours, unless employment is incidental to bona fide vocational training program.

When school is NOT in session minors 14 & 15 cannot be employed before 7:00 a.m. or after 9:00 p.m.; work more than 8 hours per day; work more than 40 hours per week.

Minors 16 and 17

When school is IN session minors 16 & 17 cannot be employed before 7:00 a.m. or 6:00 a.m. if not employed after 8:00 p.m. the previous night; or after 11:00 p.m. Sunday through Thursday. There is no limitation in hours per day or week.

When school is NOT in session, minors 16 & 17 have no limitation as to the starting and ending time and no limitation in hours per day or week.

[Return to Table of Contents](#)

Name Changes for Student Employees:

OSU: Complete a [W-4](#) and submit it to *Human Resources* along with proof of change (new SS card, marriage certificate, divorce decree, etc.) **AND** complete [Request for Change of Record](#) and submit it to the *Admissions & Advising Office* along with proof of change.

COTC: Complete a [W-4](#) and submit it to *Human Resources* along with proof of change (new SS card, marriage certificate, divorce decree, etc.).

Address Changes for Student Employees:

OSU: Change on [eprofile](#) **AND** <http://buckeyelink.osu.edu/>

COTC: Complete a [W-4](#) and submit it to *Human Resources*.

[Return to Table of Contents](#)