

Hiring an Hourly Student – Department of Geography

Use this process when hiring an undergraduate student. On the rare occasions that graduate students are appointed to an hourly position, please use this process as well.

- 1.) Contact Suzanne M.S. Mikos at mikos.2@osu.edu.
- 2.) Complete the [ASC Student Offer Form](#)
 - *Student Name, .# and Employee ID* – student should have this information. Employee ID is same as student ID and can be found on the student’s BuckID. Suzanne can also find this information if given a name.# for the student.
 - *Hire Date* – The hire date must be at least two weeks (or eight business days) from the time offer is signed by student.
 - *Pay Frequency* – select “biweekly” if student is to be paid on an hourly basis.
 - *Pay Rate* – Indicate rate of pay that you wish to offer your student.
 - Effective 1.1.12, [allowable pay rates](#) are between \$7.70 and \$11.00 per hour. Exceptions to the maximum limit should be rare and require additional documentation.
 - *Supervisor* – List the person who will be overseeing the student’s work and who will be responsible for approving time sheets.
 - *Department HR Contact* - List Suzanne M.S. Mikos (the Geography Fiscal/HR Officer)
 - *Campus Room and Building* – Required. Use your office or 1036 Derby Hall if student’s room number is undecided.
 - *Department* – Geography or CURA.
 - Leave blank “timekeeping group” and “check sort”
- 3.) Return form to Suzanne M.S. Mikos at mikos.2@osu.edu or 1036 Derby Hall
- 4.) A Business Service Center representative will contact student to complete hiring information.

Resources:

[ASC Undergraduate Student Offer Form](#)

[Student Employment Guidelines from Office of Human Resources](#)

[Student Employment Policy](#)

Example Completed Form



ASC Undergraduate Student Offer

Student Name:		#	Employee ID #:
Andrew Geographer		4	123456789
Hire Date:	Pay Frequency:	Pay Rate:	
03/06/2013	Biweekly	\$8.50	
Supervisor:		Department HR Contact:	
Faculty Geographer		Juliana Hardymon	
Room and Building:		Department:	
1036 Derby Hall		Geography	
Signature: Timekeeping Group:		Optional: Check Sort:	

Hire date should be at least five business days from date signature will be obtained from student.

The position offered is a temporary student position, not subject to the provisions of section 124.34 of the Ohio Revised Code. Accordingly, your employment is at-will, and may be ended at any time by either you or the university. The Ohio State Office of Human Resources Web site (<http://hr.osu.edu>) contains the university's human resource policies, including those for student employees. The rules, regulations, and policies of The Ohio State University, as well as applicable state and federal laws govern your employment. Please familiarize yourself with these. Additional policies and procedures will be available to you through your department contact (listed above). As a new employee of The Ohio State University, you are strongly encouraged to sign up for Direct Deposit with a financial institution of your choosing.

You may be required to attend a hiring orientation at the Business Services Center (BSC) before you are permitted to begin working. A BSC Human Resources representative will email you shortly and provide you with further instruction.

As required by federal law, this offer is contingent upon verification of true identity and eligibility to be employed in the United States. You will be asked to complete Section 1 of the Employment Eligibility Verification (I-9) Form and present the required original documentation (listed on page 2 of the form) for review. **DUE ON/BEFORE 3rd BUSINESS DAY** of employment.

Please be aware that all state employees are covered by the "Ohio Ethics Law and Related Statutes" for public officials and state employees and accordingly must receive and acknowledge a copy of this legislation which is found online at <http://ethics.ohio.gov/ethicslawrevisedcode.pdf>. If you are scheduled for a new hire orientation, you will be asked to complete an Acknowledgement Form to acknowledge receipt of the document.

Student Signature _____ Date _____

Clear Form