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