

CFAES Request for Student Employment

Student's Name

Please select one: OSU Student Non-OSU Student

Student's name.#

Student's OSU ID#

Is the student a minor? No Yes

Student's Non-OSU email

Student's Cell Phone

Job Title

Does the student employee require a background check? If "yes," please allow a minimum of 2 weeks for completion of background check. No Yes

Does the student employee require fingerprinting? No Yes

Requested start date

***A requested start date is not a guaranteed actual start date-all hire paperwork will need to be completed by the student before they are approved to work.**

of hours per week

****Students are limited to 28 hours per week during periods of enrollment and no more than 38 hours per week during periods of non-enrollment. Note: Hour limit is for ALL jobs combined.**

Pay rate

Min: \$8.70-Max: \$14.17

Pay rates above \$11/hour require justification for College approval. Please provide details if applicable:

Does student employee need IT equipment (computer/phone/etc.)? Yes No

Work Location/Building Name:

Building Room #:

Supervisor Business Phone #:

Supervisor's OSU ID #:

Supervisor's name.#:

Chartfield: org fund Project # Program User Def

Please have your student employee return this form to Kate Lobley in Human Resources (Agricultural Administration, Room 10) and have them bring their identification for their I-9 form.

A letter of offer will be drafted and sent electronically via DocuSign to the Department Head for approval and then will be sent to the student employee. Once the letter of offer is received, a background check will be initiated (if applicable) and a hire packet will be sent electronically via DocuSign. All forms will go to Human Resources electronically, upon completion. All hire paperwork must be completed before the student will be approved to work.

If you have questions, please email lobley.82@osu.edu or call 614-292-2399.

Students cannot start work until you receive an approval from HR.

Human Resources Only

Form Received _____

Position # _____ Hire Record # _____

Fill Existing HRA # _____ Hire HRA # _____

LOO sent _____ LOO received _____ DocuSign HP sent _____ BG initiated _____ BG cleared _____ I-9 IDs _____ Application _____ Driver Reg (if applicable) _____ Work Permit (if minor) _____ Student emailed _____

Supervisor emailed _____ Application uploaded to Onbase _____

Individual to complete I-9: _____

Approved Start Date: _____