



## OFFICE OF STUDENT EMPLOYMENT

### Processing Student Employment Paperwork

All forms referenced here and the instruction manuals you will need to complete them are located at:

<https://www.csuohio.edu/career-development-exploration/departmental-designees>

#### For New Hires:

##### *Student Hire Form*

- You complete the Hire Form (all fields must be answered for processing, incomplete forms with missing information will be rejected)
- Provide the job description for the position
- Provide page 1 of the SSA-1945 to student employment, give page 2 to the student.
- Attach all items as PDFs (**you must, scan them as one single document**) and email to [studentemploy@csuohio.edu](mailto:studentemploy@csuohio.edu)

**NOTE:** The Office of Student Employment will reach out to the students to complete the I-9 form with them.

#### For Additional Hires & Rehires:

##### *Student Hire Form*

- You complete the Hire Form (all fields must be answered for processing, incomplete forms with missing information will be rejected)
- Provide the job description for the position
- Provide page 1 of the SSA-1945 to student employment, give page 2 to the student.
- Attach all items as PDFs (**you must, scan them as one single document**) and email to [studentemploy@csuohio.edu](mailto:studentemploy@csuohio.edu)

**NOTE:** The Office of Student Employment will reach out to the students to complete the I-9 form with them, **if applicable**.

#### For Budget Changes, Pay Rate Changes, Data Changes, & Terminations:

##### *Maintenance Form*

- You complete the Maintenance Form (all fields must be answered for processing, incomplete forms with missing information will be rejected)
- Attach it as a PDF and email to [studentemploy@csuohio.edu](mailto:studentemploy@csuohio.edu)

\*Please do not directly submit forms from your department printer/scanner, all documents should be sent directly from the department designees to Student Employment.

After we complete data entry for New Hires, the student will get a system-generated email referencing the OnBoarding Process with a link to complete their tax forms and direct deposit form online. They will also get an email from OPERS requiring them to confirm their enrollment or complete their exemption. Please remind them to check their CSU email accounts for these two emails; both HR and OPERS use the student's CSU Vikes email account, so this is the one they should be referencing. Failure to reply to them will delay their paychecks. If they opt to be exempt from OPERS, failure to reply to that email within 30 days of their start date will cause them to default into paying into OPERS until they are no longer employed at CSU.

The student, supervisor, and you will get an email from the Student Employment Office when a hire has been processed so that you will all know when myTime(UKG) can begin to be used. (Note: emails are not generated for budget changes, pay rate changes, data changes, or terminations since these are internal changes and not additions to the payroll database.)