

**Instructions:** This form is to be completed digitally or typed (not handwritten) and all fields should be completed before submission. Incomplete forms missing information or the student signature will not be accepted/processed. Completed forms should be emailed to [studentemploy@csuohio.edu](mailto:studentemploy@csuohio.edu) with the required job description, if applicable.

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ CSU ID: \_\_\_\_\_

Class Status: ☐ Undergraduate ☐ Graduate ☐ International Student

Work Location: ☐ On-Campus ☐ Off-Campus FWS ☐ Hybrid ☐ Remote (**NOT OUTSIDE OF OHIO**)

Effective / Start Date: \_\_\_\_\_ (All forms **MUST BE** submitted two weeks prior to the start date)

## I. CHECK ALL THAT APPLY:

- ☐ New Hire: First time on-campus employment with CSU (requires a job description)  
☐ Additional Hire: Student has previously held a Student Employment or GA position (requires a job description)  
☐ Rehire: Student is returning to same department and same position

*\*Please note: First time campus hires are not eligible to begin working until the federal form I-9 is completed.*

*Graduate students with work experience through Graduate Studies only must also complete an I-9.*

## II. POSITION INFORMATION:

☐ Federal Work Study (Code 150) ☐ Campus Employment/Non-Federal Work Study (Code 151)

FWS Award: \$ \_\_\_\_\_ This award may be subject to eligibility changes in the future. Hourly Rate \$ \_\_\_\_\_

Position Title:		
Department Name:		Peoplesoft Dept. ID:
Combo Code #		Distribution Split:
Additional Combo Code #		Distribution Split:

Supervisor / Approver's Name:	Emp ID#
Supervisor's Email:	Peoplesoft Position#
Department Designee Name (Print):	Emp ID#
Department Designee Signature:	Date:

**III. STUDENT CERTIFICATION:** Student must read and sign. I certify that the information provided is true and accurate. I understand that if I am employed as a student employee (Federal Work-Study or Non-Work Study) at Cleveland State University, I must be enrolled at least 6 credit hours. If for any reason I withdraw during the academic year, I must inform my supervisor immediately. Employment will cease upon determined date of withdrawal. **I agree to complete the required employment forms with various offices (Student Employment and Payroll) before beginning to work; I understand I cannot work over 20 hours per week during an academic semester or 40 hours per week during: winter/spring/summer breaks and cannot work during my scheduled class times.** I agree to abide by all rules and guidelines as published in the Student Handbook located at <https://www.csuohio.edu/career-development-exploration/students-2>

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Employment Use Only	
Hiring Process Complete:	Yes <input type="checkbox"/> No <input type="checkbox"/> I-9 complete w/acceptable ID; I-20/EAD Verified by: _____
Student Eligible to Start:	Yes <input type="checkbox"/> No <input type="checkbox"/> I-9 on file with SE Yes <input type="checkbox"/> No <input type="checkbox"/>
E-Verify Complete:	Yes <input type="checkbox"/> No <input type="checkbox"/> International Student SSC received
<div>Start Date: _____ End Date: _____</div>	
Forms forwarded to Payroll:	Hire Form <input type="checkbox"/> S SA -1945 <input type="checkbox"/> Payroll Verified by: _____
Processor's Initials:	Date: _____ Record # _____

UPDATED 05/2025