CSU | Career Development and Exploration

Hire Form

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 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 **(requires a job description)**

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

II. POSITION INFORMATION:

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

FWS Award: $_____ **Department's MUST confirm FWS eligibility with the student by confirming their award letter.**

Position Title:			
Hourly Rate:	$		
Department Name:	ACAD PROG-Academic Programs	Peoplesoft Dept. ID:	
Combo Code #		Distribution Split:	
Additional Combo Code #		Distribution Split:	

Supervisor / Approver Name (Print):	Emp ID#
Supervisor / Approver Signature:	Peoplesoft Position#

Department Designee Name (Print):	Emp ID#
Department Designee Signature:	Date:

Student's Signature_____ Date_____

Student Employment Use Only

Hiring Process Complete: Yes ☐ No ☐ I-9 complete w/acceptable ID; I-20/EAD Verified by: _____
Student Eligible to Start: Yes ☐ No ☐ I-9 on file with SE Yes ☐ No ☐
E-Verify Complete: Yes ☐ No ☐ International Student SSC received Yes ☐ No ☐

Start Date: End Date:

Forms forwarded to Payroll: Hire Form ☐ SSA-1945 ☐

Processor's Initials: Date: Record #

UPDATED 10/2025

OFFICE OF STUDENT EMPLOYMENT (OSE)

Student Hire Certification

(Student Employee Must Read and Sign for each position they are hired/rehired into)

By accepting this student employment position, I acknowledge, understand, and agree with that:

- I must complete the required hire forms with my hiring department and my I-9 verification with the Office of Student Employment before working
- It is my responsibility to respond timely to any emails from the payroll department/HR or OPERS regarding online completion of tax, direct deposit, and retirement fund (OPERS) contributions as per the instructions in the Student Employee Hiring Packet
- Payroll cannot be processed until these forms are accurately completed and received
- I have reviewed the Student Employee Handbook at **https://www.csuohio.edu/career-development-exploration/campus-employment-information-for-students**
- I must abide by the rules and regulations listed in the Student Employee Handbook in order to maintain my eligibility to work and remain employed at CSU as a student employee
- I must maintain enrollment in at least 6 credit hours each Fall and Spring semester
- Withdrawing from classes may make me ineligible to work as a student employee
- I cannot work over 20 hrs./week during Fall/Spring semesters or 40 hrs./week during Winter/Spring/Summer breaks
- I cannot work during my scheduled class times (as determined by the course listing in CampusNet and the CSU academic calendar)
- I will record my time correctly in accordance with University policy in the myTime timekeeping system, following the myTime instructions located at **https://www.csuohio.edu/career-development-exploration/campus-employment-information-for-students**
- Student employment positions are considered temporary, part-time, and contingent upon me remaining a student in good standing
- Student employment positions are “at will” employment which I may quit at any time as well as be released from at any time
- Student employment positions are positions that do not qualify for state or federal unemployment compensation
- I will keep confidential and refrain from disclosing any student or University information except as directed by my supervisor.
- Any violation of confidentiality may result in disciplinary action, including termination of my employment
- I will retain a copy of this certification form to refer to while employed at this job.

Student Signature: _____

Name: _____

CSU ID: _____

Date: _____

Rev 1025

Statement Concerning Your Employment in a Job Not Covered by Social Security

Employee Name: _____

SSN#: _____

Employer Name: CLEVELAND STATE UNIVERSITY

Employer ID#: 1645

Your earnings from this job are not covered under Social Security (i.e., you will not pay Social Security taxes). This means that you will not earn credits for Social Security retirement or disability benefits in this job. If you retire or become disabled, and you are eligible for a Social Security benefit based on other work, your earnings from this job will not be used to compute your Social Security benefit. In addition, we will not consider these non-covered earnings for the future potential calculation of survivor benefits based on your earnings. Your earnings from this job are subject to Medicare taxes and will count for purposes of the Medicare program. For information on how you may qualify for Social Security benefits, visit www.ssa.gov.

For More Information

Social Security publications and additional information are available at www.ssa.gov. You may also call toll free 1-800-772-1213, or for the deaf or hard of hearing call the TTY number 1-800-325-0778 or contact your local Social Security office.

I certify that I have received Form SSA-1945 and understand that my earnings from this job are not covered under Social Security and will not be used to determine eligibility to or the amount of my potential future Social Security Benefits.

Signature of Employee: _____

Date: _____