Student Employment Designee Handbook
# Table of Contents

**Introduction** ........................................................................................................... 2

  - Designee Responsibilities ......................................................................................... 3
    - Expectations ........................................................................................................... 3
    - Resources ............................................................................................................. 3

**Student Employment Guidelines** ........................................................................ 4

  - What Students Need to Know .................................................................................. 5
    - Basic Student Employment Rules ........................................................................ 5
    - What Happens When Students Violate the Basic Rules ........................................ 5
    - Student Resources .................................................................................................. 5
  - What Supervisors Need to Know ............................................................................. 6
    - Supervisor Responsibilities .................................................................................... 6
    - Supervisor Resources ............................................................................................ 6

**Posting Jobs** ......................................................................................................... 7

  - Information & Requirements ................................................................................... 7
  - Instructions .............................................................................................................. 8

**Hiring Students** ...................................................................................................... 10

  - Necessary Paperwork ............................................................................................. 11
  - How to Complete Each Form .................................................................................. 13

**FAQs** ....................................................................................................................... 25

  - Hiring Issues ........................................................................................................... 26
  - On-the-Job Issues .................................................................................................... 28

**Contact Information** .............................................................................................. 31
Introduction

This handbook is designed to assist the Student Employment Designee of each department with processing Student Employment paperwork.

This section will provide you with an explanation of the Designee responsibilities.
Designee Responsibilities

Expectations

As a Student Employment Departmental Designee, you are responsible for:

- Keeping up-to-date on current Student Employment rules and regulations;
- Processing all departmental Student Employment job postings;
- Processing all departmental Student Employment paperwork;
- Disseminating Student Employment information to your department.

You are the person who is the Student Employment “expert” in your department, and your fellow staff and faculty members must go to you with any of their departmental Student Employment needs.

You are also the person we will contact with any Student Employment concerns regarding your department.

Resources

To assist you in these responsibilities, the Student Employment Office offers the following resources:

- This Student Employment Designee Handbook
  - Available every Fall, it provides comprehensive information on Student Employment and
    how to process Student Employment paperwork.
- The Student Employment website
  - www.csuohio.edu/career-services/student-employment
  - Provides links to:
    - Student Employment documents/forms
    - Student Employment handbooks (Student and Supervisor)
- Student Employment trainings
  - One-on-one (in-person)
  - Online
  - Over the phone
- The Student Employment Gazette
  - A newsletter available every month, it provides current Student Employment updates, tips,
    and reminders.
- Designee Collaboration Sessions
  - Available in Fall and Spring, these meetings are attendee-driven and provide an opportunity
    to share best practices.
Student Employment Guidelines

This section will provide you with the basic Student Employment guidelines.

It is divided into:

- What students need to know
- What supervisors need to know
What Students Need to Know

Basic Student Employment Rules

- Students must be enrolled in at least 6 credit hours at CSU during the regular academic semesters (Fall & Spring).
- Students cannot work more than 20 hours per week during the regular academic semesters (Fall & Spring).
- Students cannot work more than 40 hours per week during Winter, Spring, and Summer breaks.

What Happens When Students Violate These Basic Rules

- When a student is enrolled in less than 6 credits:
  - The Student Employment Office sends a notice to you
  - The Student Employment Office terminates the student’s position effective immediately
- To reinstate a job that has been terminated due to “less than six credits,” the student must meet one of the following:
  - Be re-enrolled in at least 6 credit hours
  - He/she must notify us when credits have been reinstated
  - Be graduating that semester (and requiring less than 6 credits)
  - He/she must provide us with a memo from his/her academic advisor confirming this
  - Be enrolled in a thesis/dissertation course (requiring less than 6 credits)
  - He/she must provide us with a memo from his/her academic advisor confirming this
- Students whose positions have been terminated due to dropping to zero credits (and have not gotten their credits reinstated) are not eligible to work during break periods (including summer, unless enrolled for at least 6 credits).

- When a student has worked more than the allowable hours per week:
  - The Student Employment Office sends a warning notice to you
  - The Student Employment Office terminates the student’s job on the third violation
- Students whose positions have been terminated due to violating the “Over 40” rule cannot be rehired until the start of the next academic semester. They are not eligible to work during break periods (including summer, unless enrolled for at least 6 credits).

Student Resources

The following documents are available online for students:

- Student Handbook
- New Student Employee Orientation
- Memo for International Students
What Supervisors Need to Know

Supervisor Responsibilities

- Supervisors of student employees report to the Departmental Designees (you) when it comes to Student Employment issues. They are required to comply with your Student Employment instructions and expertise. Notices from us that get disseminated to you regarding Student Employment issues that affect your department must be followed by all supervisors of student employees.
- Supervisors must provide you with job posting information for any open positions they have for student employees.
  - All student positions must be posted on CareerLine.
  - They cannot ‘hand-pick’ students for jobs to avoid posting positions.
- To take any actions on student jobs, supervisors must provide you with their information for processing the correct paperwork.
- Supervisors must schedule their student employee hours appropriately:
  - They must be familiar with the Student Employment hour limits per week
  - They cannot schedule or approve student hours to be worked during the student’s scheduled class/exam times
  - They cannot require overtime
- Supervisors are responsible for making sure that their funds are budgeted appropriately so that their student employees may work throughout the year. If the funding that they are using is for a set period, they must be sure to advise the student of the expected length of employment.
- Supervisors must provide their student employees with any appropriate training and resources so the job can be performed satisfactorily. It is the supervisor’s responsibility to ensure that all University property issued to the student employee be returned when the employment terminates.
- Supervisors must confirm and approve timesheets of their student employees promptly so that no paychecks are late or missed.

Supervisor Resources

- Student Employment Departmental Designee (you)

Also, the following items are available on our website:

- Supervisor Handbook
- New Student Employee Orientation
Posting Student Employment Jobs

As a Student Employment Departmental Designee, you are the only person allowed access to CareerLine, the Career Services Center’s online job board. Faculty and other staff are not authorized to post Student Employment positions on CareerLine; if they wish to post jobs for students, they must go to you.

All jobs must be posted on CareerLine. No students can be hired without the CareerLine job posting attached to their paperwork (see the “Hiring Students” section for detailed information and requirements).

Job postings must remain on CareerLine for a minimum of three (3) business days. You may extend this time as long as you wish. You may also do any supplemental advertising that you wish; the requirement is only that the job is also posted on CareerLine so that it may be made available to all eligible students.

Tips and Reminders for Job Postings

- The more detailed your job description, the more likely you are to reduce unwanted applicants.
- Avoid using terminology that may discriminate or may unnecessarily exclude populations of students
  - For example, while it is acceptable to require a Chemistry Lab Assistant to be a Chemistry major, it is not acceptable for a Filing Clerk in the Chemistry department to be required to be a Chemistry major.
  - The Student Employment Office will remove and/or replace any discriminatory wording in your job posting.
- With CareerLine, students are required to upload a resume. When they “apply” to your job, CareerLine sends their resumes to you. This is how you will know the students applied to your job. (The subject field of the email will tell you which position it is for.) If you require additional documents (such as writing samples and references), you may click the appropriate boxes. Be sure to clearly identify the additional documents you require so that students know what other things to upload to their CareerLine accounts to apply for your jobs. There is a text box for you to type in exactly what you need.
- You may reply to those students whose resumes meet your approval or decline those whose resumes don’t. CareerLine provides numerous options for you to accept/decline applicants as well as send individual or mass email responses. It is easy to view and organize both your job postings as well as the lists of applicants.
- You may also use CareerLine to post your Graduate Assistantships, if you wish.
- For additional CareerLine information, log in to your account and view the help files on CareerLine.
How to post Student Employment /GA positions in

CSU CareerLine

1. Go to http://csucareerline.experience.com and click on the “Employers log in here” link. Enter your username and password.

2. Click on the “Cleveland State University” link under the “Access my schools” link on the right-hand side of the screen.

3. Click on “Jobs” and then on the “Post a new job” button.

4. Select “Basic Post” and then scroll down to the bottom of the next page and click “Continue”.

5. Complete the job posting form. The following fields must be completed as such:

   Opportunity type = Job

   Job Title = [FWS/NWS/GA]: [Dept.] [Job Title]

   FWS is used if a student must have Federal Work Study to be hired

   NWS is used for all other student positions

   GA is used if this is a posting for a Graduate Assistantship contract

   Dept. is your department name

   Job Title is the exact title of the position you are hiring

   Description = list the types of tasks the student will be expected to do.

   Job Location = Country: choose United States of America

   State/Region: choose Ohio

   City: type Cleveland

   Employer Division = your department name

   Compensation type = Paid

   Compensation Details/Other Benefits = pay rate/range

   Job Status = Part-time
Experience Level = Entry-level (less than 1 year)

Job Function = must choose at least one. Pick as many as you need.

Use “Not Specified” or “Other” if none listed apply to your particular position.

Required Materials = mark boxes as necessary (and per screen instructions)

Application Method:

Do you want students to apply to this job online (via eRecruiting) = Yes

Under 1), “How do you want to receive applications?” choose:

“Email each application as it is submitted”.

Type in the email address resumes should go to.

6. Click “Continue”. On the next page, click the “Complete Details Now” button.

7. The following fields must be completed as such:

Will You Be Interviewing For This Job On Campus = No

Job Level = Student Employment (Hourly—Not GA) or Graduate Assistantship (On Campus)

8. Click “Save”. On the next page, click “Continue”.

9. Review your posting, then click “Continue” to submit or “Cancel” to go back and edit.

You’re done!

You’ll receive an email letting you know the job is pending until Student Employment approves it.

Jobs will stay posted for the semester cycle, or until you request removal.
Hiring Students

Every action taken on a student job (such as hires, pay increases, terminations, etc.) must be done via a Student Employment Form (SEF).

The following pages will explain what forms are required (depending on what actions you wish to take) and how to process them. Each of these forms is available on the Student Employment website.
Necessary Paperwork

Specific paperwork is required depending on the action you wish to take. All required forms listed below are available to download from our website.

New Hire:
(To hire a student who has never worked at CSU before)

- Student Employment Form
- I-9
- Federal Tax*
- State Tax*
- OPERS Enrollment or Exemption
- Direct Deposit or Payroll Card
- SSA Statement
- Job Posting

Additional Hire:
(To hire a student who has worked at CSU before, but not in your department; or for multiple jobs in your department)

- Student Employment Form
- OPERS Enrollment or Exemption
- Job Posting

Rehire:
(To hire a student who previously worked in your department but whose job was terminated)

- Student Employment Form
- OPERS Enrollment or Exemption
  o if rehire is over a year old, also include:
    - I-9
- Federal Tax*
- State Tax*
- Direct Deposit or Payroll Card

**Budget Change:**
(To change the account number you are paying the student from)
  - Student Employment Form

**Pay Rate Change:**
(To change the hourly rate of pay your student is getting)
  - Student Employment Form
    - If new rate is over $15.00, attach a memo justifying rate

**Data Change:**
(To change the student’s Kronos supervisor or to change the student’s job title)
  - Student Employment Form

**Termination:**
(To remove a student’s position from Kronos)
  - Student Employment Form
    - If student was fired, attach memo explaining reason

* If international student, these particular forms must be completed with Karen Ellis in Payroll (216-687-2126). She will retain them.
How to Complete Each Form

Student Employment Form:

- You should complete this form, not the student. The student is required to read and sign the statement in the box at #9, but that is the only section the student should complete.

- For each action listed on the Student Employment Form, refer to the list of documents in this handbook to be sure you have attached the necessary supporting information.

- Complete the form in its entirety. Further clarification is available for the items below:
  - #6: Make the Job Title unique. This is how students distinguish one job from the other if they have multiple campus positions.
  - #8: The PeopleSoft Acct. is the budget number you will be paying the student’s wages from.
  - #10: The Kronos Supervisor refers to the person who will be approving the student’s hours in Kronos. So, if the student reports to Mr. X for assignments but Ms. Y approves the hours in Kronos, Ms. Y’s name should be the one you put on this line. Enter that person’s CSU ID number on the next line. If you do not know this person’s Position Number, leave that third spot blank.
  - #11: The Department Head (or his/her authorized signer) must sign all Student Employment Forms, regardless of the action in #4.
  - #12: You should sign this line, ensuring the document is complete and correct, before submitting the paperwork to Student Employment.
  - “STUDENT EMPLOYMENT OFFICE USE ONLY” box: Leave this section blank. This is where we put processing info for Payroll and Student Employment.

- Earnings Distribution Changes (changes in the budget number) and Pay Rate Changes must be effective the start of a pay period. Please refer to Payroll’s webpage for a list of the pay periods during the current school year. (Student Employment positions are paid under the Bi-Weekly pay schedule. Payroll’s website is: www.csuohio.edu/controllers-office/payroll )

I-9:

- This form needs to be completed by both you and the student (in the appropriate places, as indicated below). It is subject to federal audit by the Department of Homeland Security, so it must be completed correctly and completely or it will be rejected by the Student Employment Office.

- This form must be completed on or before the student’s first day of work.

- Section 1 must be completed by the student. (If the student has a disability that requires you to prepare this section for him/her, you must complete and sign the “Preparer &/or Translator Certification”.)
o If the student does not have an Other Name, that box should be marked “N/A”. It cannot be left blank.

o The Social Security Number box is optional. Students may leave that blank.

o The Email and Phone number boxes are optional. However, if the student does not want to provide those numbers, those boxes must be marked “N/A”. They cannot be left blank.

o All students must mark the box that best indicates their citizenship status:
  - Citizen = born or naturalized US citizen
  - Noncitizen National = born in a territory such as American Samoa (See form instructions for full list of territories under this category. Note that most international students at CSU are NOT this status, so please remind students to read the form’s instructions.)
  - Permanent Resident = has “green card”
    * Must fill in number from Permanent Resident Card (begins with “A”)
  - Alien = international student with F-1 visa
    * Must fill in expiration date (#5 end date on I-20 form) and either the SEVIS number (1.) or I-94 number (2.). If using the I-94, the student must also fill in the lines below it indicating the Passport number and the Country that issued the passport.

o Student must sign and date form.

  • Section 2 must be completed by you.

  o Be sure to write the student’s full name (Last, First, & Middle Initial) on the line beneath the grey instructions box.

  o Students must provide unexpired documents from the I-9 list for you to complete this section. You must see the original documents and attach copies of them to the I-9.

    • If a student gives you an item from List A, you do not need items from List B & C.

    • If a student gives you an item from List B, he/she must also give you an item from List C, and vice-versa.

    • Common documents used on the I-9 include:
      - List A: Passport
      - List B: Driver’s License, CSU Viking Card
      - List C: Social Security Card, Birth Certificate

  o You should fill out the lines in this section completely and in the order listed on the form.

    • List A: There are three sections of 4 lines. You may not need to use all three sections; it depends on the documents the student is using for List A.

      • A citizen will typically use a passport/passport card and a permanent resident will typically use a resident alien card; in either of those cases, you would need to complete only the first four lines. The other two sets of 4 lines should be left blank.
• An international student will typically use a passport for the first four lines. The second set of 4 lines would then be completed with the I-94 card (Title would be I-94, Issuer would be US DHS, Number would be the I-94 number and Expiration date would be the date on the I-20 form indicating the expected end date of the student’s studies; an illustration of these two documents follows these I-9 instructions). The third set of 4 lines should be left blank.

  ▪ List B:

    • For a state id/driver’s license, the issuing authority is the particular state.
    • For a school id, the issuing authority is the particular school.
    • If the document does not have an expiration date, write “N/A”.

  ▪ List C:

    • For a social security card, the issuing authority is listed in the card’s center watermark. There are three different agencies that have issued social security cards, so be sure to write what it says in the watermark. (You may abbreviate.) Do not just write “US Government,” as that is incorrect.
    • For a birth certificate, the issuing authority is the particular state.
    • The document number of a social security card is the social security number.
    • The location of the document number of a birth certificate varies from state to state. For states whose numbers are not clearly evident, piece it together from left to right with dashes between the groups of numbers.
    • The expiration date of social security cards and birth certificates should be listed as “N/A”.

  ▪ Be sure to complete the date in the “Certification” section. **This date must match the Effective Date on the Student Employment Form.** If it does not, the date listed on the I-9 overrides the SEF date, which could result in further action by you regarding Payroll, Affirmative Action, and Human Resources.

    • You must sign, complete, and date Section 2.

  • Section 3 should be left blank. This section is for Student Employment use only.

  • Samples of completed I-9s (for citizens as well as international students) follow these instructions.
# Employment Eligibility Verification

**Department of Homeland Security**  
U.S. Citizenship and Immigration Services

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**START HERE.** Read instructions carefully before completing this form. The instructions must be available during completion of this form.

**ANTI-DISCRIMINATION NOTICE:** It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

## Section 1. Employee Information and Attestation

*(Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)*

<table>
<thead>
<tr>
<th>Last Name (Family Name)</th>
<th>First Name (Given Name)</th>
<th>Middle Initial</th>
<th>Other Names Used (if any)</th>
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<tbody>
<tr>
<td>Steely</td>
<td>Cheryl</td>
<td>M.</td>
<td>N/A</td>
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</tbody>
</table>

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<tr>
<th>Address (Street Number and Name)</th>
<th>Apt. Number</th>
<th>City or Town</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>701 E. Schoaf Rd.</td>
<td>N/A</td>
<td>Brooklyn Hts.</td>
<td>OH</td>
<td>44131</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date of Birth (mm/dd/yyyy)</th>
<th>U.S. Social Security Number</th>
<th>E-mail Address</th>
<th>Telephone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/27/1998</td>
<td>123-45-6789</td>
<td><a href="mailto:c.m.steely@csudohio.edu">c.m.steely@csudohio.edu</a></td>
<td>216-111-2222</td>
</tr>
</tbody>
</table>

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following):

- [X] A citizen of the United States
- [ ] A noncitizen national of the United States *(See instructions)*
- [ ] A lawful permanent resident (Alien Registration Number/USCIS Number):

  ________________________________

- [ ] An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy) __________________. Some aliens may write "N/A" in this field. *(See instructions)*

  For aliens authorized to work, provide your Alien Registration Number/USCIS Number OR Form I-94 Admission Number:

  1. Alien Registration Number/USCIS Number: ________________________________

  OR

  2. Form I-94 Admission Number: ________________________________

  If you obtained your admission number from CBP in connection with your arrival in the United States, include the following:

  Foreign Passport Number: ________________________________

  Country of Issuance: ________________________________

  Some aliens may write "N/A" on the Foreign Passport Number and Country of Issuance fields. *(See instructions)*

**Signature of Employee:**  
Cheryl M. Steely  
**Date (mm/dd/yyyy):** 2/20/15

---

**Preparer and/or Translator Certification** *(To be completed and signed if Section 1 is prepared by a person other than the employee.)*

I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

**Signature of Preparer or Translator:** ________________________________

**Date (mm/dd/yyyy):** ________________________________

---

**Employer Completes Next Page**
## Section 2. Employer or Authorized Representative Review and Verification

(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR examine a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents" on the next page of this form. For each document you review, record the following information: document title, issuing authority, document number, and expiration date, if any.)

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<td>Document Number:</td>
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<td>Document Number:</td>
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<td>Expiration Date (if any)(mm/dd/yyyy):</td>
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<td>Expiration Date (if any)(mm/dd/yyyy):</td>
</tr>
</tbody>
</table>

| Document Title:                           |    |                |      | Document Title:                |
| Issuing Authority:                        |    |                |      | Issuing Authority:             |
| Document Number:                          |    |                |      | Document Number:               |
| Expiration Date (if any)(mm/dd/yyyy):     |    |                |      | Expiration Date (if any)(mm/dd/yyyy): |

**Certification**

I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment (mm/dd/yyyy): **2/20/15** (See instructions for exemptions.)

<table>
<thead>
<tr>
<th>Signature of Employer or Authorized Representative</th>
<th>Date (mm/dd/yyyy)</th>
<th>Title of Employer or Authorized Representative</th>
</tr>
</thead>
<tbody>
<tr>
<td>H. J. Rittenhouse</td>
<td>2/20/15</td>
<td>Manager</td>
</tr>
</tbody>
</table>

Last Name (Family Name) **Hyacinthe**
First Name (Given Name) **RAVEN**

Employer's Business or Organization Address (Street Number and Name) **2121 Euclid Ave. RTW 280**
City or Town **Cleveland**
State **OH** Zip Code **44115**

Section 3. Reverification and Rehires (To be completed and signed by employer or authorized representative.)

A. New Name (if applicable) Last Name (Family Name) **Hyacinthe**
First Name (Given Name) **RAVEN**

B. Date of Rehire (if applicable) **(mm/dd/yyyy)**

C. If employee's previous grant of employment authorization has expired, provide the information for the document from List A or List C the employee presented that establishes current employment authorization in the space provided below.

<table>
<thead>
<tr>
<th>Document Title:</th>
<th>Document Number:</th>
<th>Expiration Date (if any)(mm/dd/yyyy):</th>
</tr>
</thead>
</table>

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative: **Hyacinthe Rittenhouse**
Date (mm/dd/yyyy): **2/20/15**
Print Name of Employer or Authorized Representative: **Hyacinthe Rittenhouse**
Employment Eligibility Verification
Department of Homeland Security
U.S. Citizenship and Immigration Services

START HERE. Read instructions carefully before completing this form. The instructions must be available during completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Attestation (Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)

Last Name (Family Name) | First Name (Given Name) | Middle Initial | Other Names Used (if any)
---|---|---|---
SMITH | MARY | J | N/A

Address (Street Number and Name) | Apt. Number | City or Town | State | Zip Code
1234 MAIN ST. | 201 | CLEVELAND | OH | 44100

Date of Birth (mm/dd/yyyy) | U.S. Social Security Number | E-mail Address | Telephone Number
05/13/1979 | | M.SMITH1979@CSUCHIO.EDU | 216-211-0000

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following):

☐ A citizen of the United States
☐ A noncitizen national of the United States (See instructions)
☐ A lawful permanent resident (Alien Registration Number/USCIS Number):
☐ An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy) 12/15/2020

Some aliens may write “N/A” in this field. (See instructions)

For aliens authorized to work, provide your Alien Registration Number/USCIS Number OR Form I-94 Admission Number:

1. Alien Registration Number/USCIS Number: ____________________________

OR

2. Form I-94 Admission Number: 44241505021

If you obtained your admission number from CBP in connection with your arrival in the United States, include the following:

Foreign Passport Number: J012345
Country of Issuance: Philippines

Some aliens may write “N/A” on the Foreign Passport Number and Country of Issuance fields. (See instructions)

Signature of Employee: ____________________________ Date (mm/dd/yyyy): 02/22/2015

Preparer and/or Translator Certification (To be completed and signed if Section 1 is prepared by a person other than the employee.)

I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator: ____________________________ Date (mm/dd/yyyy): ____________________________

Last Name (Family Name) | First Name (Given Name) | Address (Street Number and Name) | City or Town | State | Zip Code
---|---|---|---|---|---

Employer Completes Next Page

Form I-9 03/08/13 N
Section 2. Employer or Authorized Representative Review and Verification
(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee’s first day of employment. You must physically examine one document from List A OR examine a combination of one document from List B and one document from List C as listed on the “Lists of Acceptable Documents” on the next page of this form. For each document you review, record the following information: document title, issuing authority, document number, and expiration date, if any.)

Employee Last Name, First Name and Middle Initial from Section 1: Smith, Mary J.

<table>
<thead>
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Certification
I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee’s first day of employment (mm/dd/yyyy): 02/22/2015 (See instructions for exemptions.)

Signature of Employer or Authorized Representative

Date (mm/dd/yyyy) Title of Employer or Authorized Representative

Last Name (Family Name) First Name (Given Name) Employer’s Business or Organization Name

RAVEN HYACINTHE CLEVELAND STATE UNIV.

Employer’s Business or Organization Address (Street Number and Name) City or Town State Zip Code

2121 Euclid Ave. RTW 280 CLEVELAND OH 44115

Section 3. Reverification and Rehires (To be completed and signed by employer or authorized representative.)

A. New Name (if applicable) Last Name (Family Name) First Name (Given Name) Middle Initial

B. Date of Rehire (if applicable) (mm/dd/yyyy):

C. If employee’s previous grant of employment authorization has expired, provide the information for the document from List A or List C the employee presented that establishes current employment authorization in the space provided below.

Document Title: Document Number: Expiration Date (if any)(mm/dd/yyyy):

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative: Date (mm/dd/yyyy): Print Name of Employer or Authorized Representative:
older version of I-94
(sample)
Sample of I-20 where circled (expiration date is in #5)
Federal Tax:

- The student should fill out this form entirely.
- If the student has questions about how to complete this form, please refer him/her to Payroll, parents, family, or tax preparers.
- International students should make an appointment with Karen Ellis in Payroll (216-687-2126) to complete this form, based on the US tax treaties with their home countries. If they complete this form with you instead, they may be subject to tax withholding at the highest rate.

State Tax:

- The student should fill out this form entirely.
- If the student does not know the School District Number, he/she should leave that line blank.
- If the student has questions about how to complete this form, please refer him/her to Payroll, parents, family, or tax preparers.
- International students should make an appointment with Karen Ellis in Payroll (216-687-2126) to complete this form, based on the US tax treaties with their home countries. If they complete this form with you instead, they may be subject to tax withholding at the highest rate.

OPERS:

- You must give the student **both** the OPERS Enrollment Form and the OPERS Exemption Form.
  - The student must choose **one** of the options and complete that form.
    - To enroll, he/she should complete the “Personal History Record” form.
      - The student should complete Section 1, 2, 3, & 4.
      - Leave Section 5 (“Employer Certification”) blank; this section will be completed by Payroll.
    - To be exempt, he/she should complete the “Request for Optional Exemption as a Student” form.
      - The student should complete Step 1. Leave date blank.
      - Leave Step 2 (“Employer Authorization”) blank; this section will be completed by Payroll.
- If the student has questions about how to complete either of these forms, please refer him/her to Payroll, parents, family, or tax preparers.
Payroll:

- You must give the student **both** the Direct Deposit form and the Payroll Card form.
  - The student must choose **one** of the options and complete that form.
    - To enroll in Direct Deposit, he/she should complete the “Request for Automatic Deposit (ACH Credit)” form.
      - A voided check should be stapled to the form if the account is a checking account.
      - If the checking account does not have paper checks, indicate this in writing on the form.
    - To choose the Payroll Card, he/she should complete the “Authorization for Payroll Card” form.
  - If the student has questions about how to complete these forms, please refer him/her to Payroll.

SSA Statement:

- The student should fill out this form entirely.
  - The Employee ID# is the student’s Social Security Number
  - The Employer ID# line can be left blank; payroll will fill this in.
  - Please have the student write his/her CSU ID number at the bottom of the form.
FAQs

This section will provide you with the answers to common questions and situations that have not been discussed elsewhere in this handbook.

It is divided into:

- Hiring Issues
- On-the-Job Issues
Hiring Issues FAQs

When can newly-admitted students start working?

Newly-admitted students may begin working during the break before their first semester (including summer) if they have registered for at least 6 credit hours for that upcoming term. (This does not apply to students who have taken a semester off and are returning to CSU.)

Can family members be employed as student workers?

Yes. However, CSU employees cannot supervise the work of a member of their own family.

Can a student have more than one student employment position?

Yes. Students who have more than one job should notify each of their supervisors so that appropriate work schedules can be made. Also, these students are responsible for making sure that they do not work more hours than permitted each semester, regardless of how many positions they have.

Can graduate students be hired as student employees?

Yes. But, like all student employees, they may not work more than 20 hours per week during regular academic terms. This includes a combination of hours for all CSU positions (student employment, graduate assistantship, tuition waiver, lecturer, etc.).

What are the rules about employing Consortium students?

Consortium students can work as student employees as long as they are enrolled at CSU for at least 6 credit hours. All other Student Employment rules apply to them as well.

What about employing PSEOP students?

The Post-Secondary Enrollment Options Program (PSEOP) is a state-funded program that offers high school juniors and seniors the opportunity to earn college credit. Because of the increasing popularity of this program, the concern over hiring minors has come into question. The University does not permit the hiring of anyone under the age of 16. Participants in PSEOP can be employed as student employees if they are at least 16 and are enrolled at CSU for at least 6 credit hours. If they are under 18, they will need to provide a work permit from their school.
What are the rules about employing Post-Baccalaureate students?

Post-Baccalaureate students can be hired as student employees if they are enrolled in at least six credit hours in courses that are required for acceptance into a degree-granting program at CSU. A memo from the students' academic advisors confirming this fact is required.

Do I have to rehire my student’s position every semester?

No. Student positions are considered active until you terminate them. The only time you need to rehire your student’s position for a new semester is if your student employee graduated at the end of the previous semester. We terminate all student jobs upon graduation, so if a student is returning the next semester in a new program, you will need to rehire the position.

How do I pay a student who does not qualify for Student Employment?

Students who do not qualify for Student Employment for whatever reason (such as not being enrolled, being under-enrolled, having violated Student Employment rules, etc.) must be hired on a contract through Human Resources. They cannot be hired using a Student Employment Form. Depending on the work being done, you may be able to pay the student via a Small Payment Form; this would need to be done through Accounts Payable. Special Payment Forms are no longer being approved for use by Student Employment.
On-the-Job Issues FAQs

What does FWS mean?

FWS stands for Federal Work Study. This is a federal financial aid program designed to help degree-seeking students meet their educational expenses. Students earn their FWS awards by working in the Student Employment program. Only students who are citizens or resident aliens can receive a FWS award.

How does a student get FWS?

Each year, students indicate on their FAFSA (the federal application for student aid) if they are interested in receiving a FWS award. Awards are based on the FAFSA filing date, the students being in good academic standing, financial need, and the availability of funds. The Financial Aid Office may also use professional judgment to award FWS to a student under special circumstances.

What does a department have to do to utilize a student’s FWS?

To utilize FWS for a student who is currently working in your department, you do not need to do anything. The Student Employment Office will switch those students from your department budget (-0151) to the FWS budget (-0150) as of the first full pay period of the academic semester. Note that students being paid out of grant accounts do not automatically get switched; you would need to put those students into your department budget first before they can be switched to FWS.

Remember that students may earn FWS in more than one student position; employers cannot restrict students to only earning FWS in their department.

Students who have not started utilizing their FWS awards by the third pay period of the academic year may have their awards removed by Financial Aid, so you are encouraged to hire FWS students as soon as possible.

How does FWS work at CSU?

FWS wages are charged to the employing department’s -0150 budget, and the Federal Government reimburses the University for all or part of these wages. Student earnings reduce the amount of funds remaining in the award.

Students who receive a FWS award may earn up to the amount of the award during an academic year (Fall & Spring semester; FWS is not available for the Summer). Students should not earn over half of their total award in any one semester. If a student earns more than half of their total award in Fall semester, for example, and does not return to CSU for the Spring term, the over-earned amount will be charged to the department’s non-workstudy budget line (-0151).

When a student’s FWS award is exhausted, the wages are automatically deducted from the department’s -0151 (non-workstudy) budget line.

Monitoring earnings, FWS balances, and budgetary charges is the exclusive responsibility of the student and the employing department.
FWS guidelines require that the University attempt to maintain the student’s employment for the full academic year. If your department is one that can only compensate students through their FWS awards, it is important that their hours be scheduled and monitored in such a way that they do not run out of funding and lose their employment before the end of the academic year.

The University over-awards our allocation of FWS (as many students who receive it will decline it or not use it). Therefore, there is always the possibility that the University will exhaust its allocation before individual students do. The Student Employment Office monitors the University’s utilization and makes every effort to ensure that the University’s allocation lasts throughout the academic terms. Departments will be notified by the Student Employment Office if the University’s allocation will be exhausted before the end of the Spring term.

What can I pay my student?

Departments determine their own pay rates for their student positions. The range permitted is from minimum wage (currently $8.10) to $15.00 an hour. Exceptions to raise the limit beyond $15.00 may be granted by the Student Employment Office with documentation justifying the higher rate. For ideas on appropriate compensation, a pay rate chart is available in the Supervisor Handbook on the Student Employment website.

What is the dress code for students?

There is no dress code for student employees. Whatever dress code your department uses, that will also apply to your student employees. It is up to your department to monitor or uphold your policy.

Can student employees use or be issued University property?

Student employees should be provided with the appropriate resources to do their jobs. This may include such things as uniforms, office supplies, keys, and vehicles. It is up to your department to issue or approve of student use of University property. The Student Employment Office does not monitor such usage and is not responsible for student misuse. Access Control is in charge of key issuance and Human Resources is in charge of University vehicle usage, so you should refer to their web pages for additional information.

What are the break-time requirements?

Ohio law does not require an employer to give lunch or restroom breaks unless the employee is under 18 years of age. Since some student employees are under 18 years of age, we follow the state rules regarding break periods for minors. For every five (5) hours worked, a student must be offered a half-hour, unpaid break. Students may choose to take this break or not. If the student does not take this break, the supervisor (as listed in Kronos) will need to be sure to edit the student’s end time punch to remove the break period; Kronos will automatically subtract a half-hour break after a student has worked six (6) consecutive hours.

What if I’m having problems seeing or approving hours for my student in Kronos?

The Student Employment Office does not have access to view Kronos the way you do. If you are having trouble with Kronos, please contact the Payroll department (phone/email/fax numbers on the Contact Information page).
Are student employees eligible for paid time off?

No. Students are only paid for time worked. They are not compensated for snow days, breaks, holidays, sick time, vacation, bereavement, jury duty, etc. They are also not eligible for comp time, overtime, or time-and-a-half.

When is the last day a graduating student can work?

Graduating students must stop working as of the last day of their semester (the date of their final exam). After that point, they are no longer considered students and, thus, cannot be paid out of a Student Employment budget number. If you wish to continue their employment, you must hire them on contracts through the Human Resources department.

What if a graduating student is returning the next semester in a new program?

The student may continue to work if proof is provided to the Student Employment Office of the intent to return the next semester. Such intent is determined by an acceptance letter from the student’s academic program of study.

Do I need to complete a performance evaluation of my student employee?

You are not required to complete a performance evaluation, but we do encourage you to do so once a semester so that the student is aware of any areas that need improvement. A performance evaluation form is on the Student Employment website for your convenience. If you do complete one, please keep it in your files; the Student Employment Office no longer retains performance evaluations.

What if I am having problems with my student employee?

Student employment positions are considered temporary, at-will employment. This means that you may fire a student for any or no reason. We do, however, encourage you to attempt to work out problems with your student employee first. If a student has violated the University Code of Conduct, you have every right to file a case with the University Judicial Board. Please feel free to contact us if you need assistance.

How can I recognize my student employees’ contributions to our department?

There are many ways you can show your appreciation to your students and encourage their performance. You may increase their pay rates at any time for any reason. The second full week of April is National Student Employment Week, so you may want to have an office celebration honoring your student employees then. Of course, any day is a good day for a party or a treat!
Contact Information

Student Employment Office
- Hyacinthe Raven
- Phone: 216-687-5577  Fax: 216-687-9313
- Email: H.RAven@CSUohio.EDU
- Address: RTW 280
- Website: www.csuohio.edu/career-services/student-employment

Payroll Office
- Linda Chance
- Phone: 216-687-3622  Fax: 216-687-9295
- Email: L.T.RUSso@CSUohio.EDU
- Address: AC 264

Office for Institutional Equity
- Phone: 216-687-2223  Fax: 216-687-9274
- Address: AC 236

Judicial Affairs Office
- Valerie Hinton-Hannah
- Phone: 216-523-7209  Fax: 216-687-5441
- Email: V.HintonHannah@CSUohio.EDU
- Address: SC 325

International Services Center
- Phone: 216-687-3910  Fax: 216-687-3965
- Address: MC 106