

# Processing Student Employment Paperwork

All forms referenced here and instruction manuals you will need to complete them are located at:  
[www.csuohio.edu/career-services/for-departmental-designees-campus-employment-information](http://www.csuohio.edu/career-services/for-departmental-designees-campus-employment-information)

Use the Student Employment Form (SEF) for all actions needed on student employees.

## For New Hires:

- Have the student complete the items in the Student Employment Hiring Packet (located at the above web address and also at [www.csuohio.edu/studentemployment](http://www.csuohio.edu/studentemployment)). They will also need to include copies of the documents they are using on the I-9 form.
- You complete the SEF and part 2 of the I-9 form
- Provide the job description for the position
- Attach all items as PDFs and email to [studentemploy@csuohio.edu](mailto:studentemploy@csuohio.edu)

## For Additional Hires:

- Have the student complete the Student Hire Certification
- You complete the SEF
- Provide the job description for the position
- Attach all items as PDFs and email to [studentemploy@csuohio.edu](mailto:studentemploy@csuohio.edu)

## For Rehires:

- Have the student complete the Student Hire Certification
- You complete the SEF
- Attach all items as PDFs and email to [studentemploy@csuohio.edu](mailto:studentemploy@csuohio.edu)

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

- You complete the SEF
- Attach it as a PDF and email to [studentemploy@csuohio.edu](mailto:studentemploy@csuohio.edu)

If you do not have a scanner, you can use Adobe Scan on your phone to turn any photo into a PDF.

You can attach things as separate PDFs or all as one PDF, whatever is easier. But please try to keep them all in one email if possible so as to reduce the likelihood of them getting mixed up with other students' paperwork.

After we enter the SEFs 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 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 will cause them to default into paying into OPERS until they are no longer employed at CSU.