

Student Hire Certification

(Student Employee Must Read and Sign)

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

- I must complete the required hire forms before working
- Payroll will not be processed until these forms are accurately completed and received
- I have reviewed the Student Employee Handbook at www.csuohio.edu/studentemployment
- 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
- 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 Kronos timekeeping system
- 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

Student Signature _____

Date _____

CSU ID _____