



EMPLOYEE HANDBOOK

Student Employment

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Purpose

This Student Employment Handbook is designed for student employees attending the Newark Campus of The Ohio State University and Central Ohio Technical College. It contains an overview of the Student Employment Program and explains the rights and responsibilities of a student employee.

The Student Employment Program is committed to promoting the employment of students on campus.

Student employment:

- Enhances the education and personal growth of students by providing work-related learning experiences.
- Equips students with professional and practical training in their area of academic pursuit.
- Supplies students, who for financial reasons may not have been otherwise able to attend, with the funds to afford college.
- Provides valuable job references for future employment.

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Types of Student Employment Funding

The Student Employment Program includes both **Federal Work-Study** and **Student Wage** funding programs.

Federal Work-Study (FWS): Students must complete a FAFSA and indicate their interest in FWS. It is awarded to students based on financial need and the availability of funds. Students will be notified of their FWS eligibility in their Financial Aid Award Letter. Students earning FWS funds must adhere to the Financial Aid Standards of Academic Progress Policy, must be enrolled at least six credit hours, and may not earn more than their annual FWS award.

Student Wage: Students need not be eligible for financial aid to be employed on campus through student wages. The students are paid from the individual department's budgets.

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How to Find a Job

[COTC Hiring Process](#) – Steps to apply for a position, secure a position and complete the on-boarding process

[OSU Newark Hiring Process](#) - Steps to apply for a position, secure a position and complete the on-boarding process

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Tips for Job Search

Complete the application completely, including work experience, training and skills that would highlight your contribution to the department.

Show interest in the job by introducing yourself to the supervisor.

Conduct yourself in a professional manner.

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Requirements before Beginning Work

The entire on-boarding process must be completed before a student can begin working. You will receive a “Welcome” email from the Payroll Office when it is completed. Refer to Hiring Process for on-boarding details.

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General Guidelines

OSU students may work in OSU and Cost-Shared departments.

COTC students may work in COTC and Cost-Shared departments.

Student Employment co-insides with the academic year (Summer, Autumn, Spring)

Campus e-mail is the primary tool for Student Employment communications. Be sure to read your e-mail frequently. You are responsible for all information provided to you.

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Orientation/Training

Your supervisor should provide you with an orientation of the department after you have been hired. It should cover details such as: work schedule and job requirements. If you have any questions regarding your job responsibilities or other employment questions, ask your supervisor. Your on-campus student employment should be handled like any other job. You should understand your employment within the department and should be advised of any expectations the supervisor and department may have for you. Likewise, you should also know to whom you should directly report, and follow any guidelines set by your supervisor regarding the department goals.

It is important that you understand the significance of your position. You are expected to arrive on time, complete assigned tasks, and stay until you are scheduled to leave. If you are ill or unable to come in as scheduled, you should inform your supervisor PRIOR to your scheduled time. Supervisors may vary on how they manage employees. Individual supervisors may have expectations regarding confidentiality, dependability, dress code, office etiquette, work ethic, and job requirements. If you have any questions regarding the importance of certain job duties and expectations, these concerns should be discussed with your supervisor.

Student employees are employed at will and serve at the discretion of the employing unit. Accordingly, your employment may be ended at any time by either you or the university/college.

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Class Schedule

Federal regulations prohibit students from working during scheduled class times. Students should provide a copy of their class schedule to their supervisor each term and arrange a work schedule which does not conflict with their classes and ensure the maximum allowable hours per week is not exceeded. Refer to “Maximum Hours” section for hour limitations.

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Enrollment Requirements

Enrollment of at least 6 hours is required to earn FWS.

One term of non-enrollment “off term” is permitted per academic year to earn wages.

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Timesheets and Pay Information

Students must submit time worked in the pay period it is worked. The supervisor will instruct the employee on completion procedures. Tutorials are located on Payroll's website.

OSU students use etimesheet located @ <https://etimesheet.osu.edu>

COTC students Webtime located @ MyCOTC

Refer to the [Payroll Schedule and Calendar](#) for pay period dates, timecard due dates and pay days.

* **COTC Student Employees:** your pay will be available on payday after 9:00 am at your financial institution (if direct deposited) or mailed on payday (if not direct deposit). Pay Advices are available via COTConnect.

* **OSU Student Employees:** will receive their pay by direct deposit, a "payroll card," or a check will be mailed on pay day from Columbus. Pay stub information will be available via the Web and via the telephone through an interactive voice response system. Refer to <http://hr.osu.edu/payroll/epayroll.htm> for specific details.

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Maximum Hours

28 hours/week during academic terms in which enrolled.

- **Note: OSU FWS is limited to 20 hours/week with a possible additional 8 paid as wages.**

38 hours/week during "off" academic terms and official school breaks.

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Evaluations

During the time that you are employed, your supervisor may evaluate your work performance. The evaluation will give you an idea of your performance in their department and will provide your supervisor with a reference point should you request a letter of recommendation.

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Work Permit Guidelines

Student and Supervisor will be notified if a Work Permit is required at the time the on-boarding process is begun.

Students meeting the definition of a minor, as defined below, may not begin working until a Work Permit is on file.

Supervisors must ensure that all restrictions and requirements are enforced.

The application for a work permit is available [here](#).

Minor" Any person less than 18 years of age and has not graduated from high school.

"Break Requirement" All minors are required to have a 30 minute uninterrupted break when working more than 5 consecutive hours which must be documented.

"Employment Hours"

Minors 14 and 15

When school is IN session minors 14 & 15 cannot be employed before 7:00 a.m. or after 7:00 p.m.; work more than 3 hours on any School Day; work more than 18 hours in any School Week; work during school hours, unless employment is incidental to bona fide vocational training program.

When school is NOT in session minors 14 & 15 cannot be employed before 7:00 a.m. or after 9:00 p.m.; work more than 8 hours per day; work more than 40 hours per week.

Minors 16 and 17

When school is **IN session** minors **16 & 17** **cannot** be employed before 7:00 a.m. or 6:00 a.m. if not employed after 8:00 p.m. the previous night; or after 11:00 p.m. Sunday through Thursday. There is no limitation in hours per day or week.

When school is **NOT in session**, minors **16 & 17** have **no** limitation as to the starting and ending time and no limitation in hours per day or week.

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Name Changes for Student Employees:

OSU: Complete a [W-4](#) and submit it to *Human Resources* along with proof of change (new SS card, marriage certificate, divorce decree, etc.) **AND** complete [Request for Change of Record](#) and submit it to the *Admissions & Advising Office* along with proof of change.

COTC: Complete a [W-4](#) and submit it to *Human Resources* along with proof of change (new SS card, marriage certificate, divorce decree, etc.).

Address Changes for Student Employees:

OSU: Change on [eprofile](#) **AND** <http://buckeyelink.osu.edu/>

COTC: Complete a [W-4](#) and submit it to *Human Resources*.

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