

ATI Request for Student Employment

Student's Name

Student's OSU ID#

Student's name.#

Student's Non-OSU
Email

Student's Cell Phone

Job Title

Will the student have access to restricted data and need a background check?

No Yes

Requested start date

*****A requested start date is not a guaranteed actual start date-all hire paperwork will need to be completed by the student before they are approved to work.**

Pay rate

Min: \$8.55-

Max: \$11.50

of hours per week

**Students employed on Wages are limited to 28 hours per week during periods of enrollment and no more than 38 hours per week during periods of non-enrollment. Note: Hour limit is for ALL jobs combined.

Will this student be paid from other sources outside the department funds (i.e. grants, startup funds)?

If yes, please provide the chartfield information:

Project# _____ User Define: _____

Does your student employee need any type of IT equipment (i.e. computer)? Yes _____ No _____

Student employees will NOT be permitted to start work until you receive a copy of this form from Human Resources.

Supervisor's
Signature

(person approving
time sheets)

Date

Supervisor's OSU ID#

Supervisor's
name.#

Please have your student employee return this form, their student application, and their identification for their I-9 form to **Robin Frazier in Human Resources (Halterman Hall-Room #220)**.

A letter of offer will be drafted and sent electronically via DocuSign to the Department Head for approval and then will be sent to the student employee. Once the letter of offer is received, a background check will be initiated (if applicable) and a hire packet will be sent electronically via DocuSign. All forms will go to Human Resources electronically, upon completion. All hire paperwork must be completed before the student will be approved to work.

Please allow at least 2 weeks for hires to be processed.

Keep in mind students should start at the beginning of a pay period so their start date will coincide with the university pay schedule. If you have questions, please email frazier.398@osu.edu or call 330-287-1213.

Academic Affairs Only

Verified by _____ Date _____

Fees are paid for 6+ credit hours for

Year _____

SU

AU

SP

Summer Only

Human Resources Only

Form Received _____

Chartfield _____ - _____ - _____

Project # _____ USER DEF _____

Position # _____ Hire Record # _____

Fill Existing HRA # _____ Hire HRA # _____

LOO sent _____ LOO received _____

DocuSign HP sent _____ BG initiated _____

BG cleared _____ I-9 IDs _____ Driver Reg _____

Student emailed _____ Supervisor emailed _____

Approved Start Date:
