

## **HOW TO HIRE A STUDENT**

**\*\*Any new student hire must be approved and processed prior to the student's start date\*\***

### **The following information is required to complete a student hire:**

#### **Hourly Wage Student**

- 1.) Send email (severance.15) to Jacquelyn Severance, HRA with; Student's name, email address, student status (undergrad or graduate), start date, hourly wage, & funding source (must be accompanied with approval by Direct Supervisor)
- 2.) Have student complete personnel forms (will be sent to you or the student upon receiving #1)
- 3.) Bring student to my office for introduction and processing.
- 4.) Provide student with time sheet and instructions on how to use time sheet.
  - a. Time sheet Link- <http://ehe.osu.edu/admin/business/forms-docs.cfm>
  - b. Time sheet Instructions can be found on the T&L website under "Resources"

#### **Federal Work Study (FWS) Student**

- 1.) Have student provide you with a printout of their FWS Award and the Job Referral form from the FWS website <http://sfa.osu.edu/jobs/> , and current credit hour enrollment upon interview/hire
- 2.) Send email (severance.15) to Jacquelyn Severance, HRA with; Student's name, email address, and start date (funding source and hourly wage are established by FWS)
- 3.) Have student complete personnel forms (will be sent to you or the student upon receiving #1)
- 4.) Bring student to my office for introduction & processing.
- 5.) Provide student with time sheet and instructions on how to use time sheet.
  - a. Time Sheet Link- <http://ehe.osu.edu/admin/business/forms-docs.cfm>
  - b. Time sheet instructions can be found on the T&L website under "Resources"

If you have any questions or concerns, please contact Jacquelyn Severance, HRA at 614-292-8067 or [severance.15@osu.edu](mailto:severance.15@osu.edu).