

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 eTimesheet instructions.
 - a. eTimesheet Link : etimesheet.osu.edu
 - b. eTimesheet 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 eTimesheet instructions.
 - a. eTimesheet Link : etimesheet.osu.edu
 - b. eTimesheet 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.