# REHIRING STUDENT EMPLOYEE(S) FOR SUMMER SEMESTER 2016

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| **Before student brings rehire paperwork to 334 Student Union for processing!** | **Student must be registered for summer and/or pre-registered for fall classes.** | Student Employment eligibility for summer employment:  
Undergraduate student minimum of 6 credit hours summer or fall registration;  
Graduate student minimum of 3 credit hours summer or fall registration. |
| | **Supervisor and student complete Student Employment Authorization Form** | If any information is missing when a student brings paperwork for processing, students will be sent back to their supervisor, to fill in the missing information.  
Supervisors and students must comply with **maximum work hour policy** | 
**About OPERS (Ohio Public Employees Retirement System):**  
**Students may be exempt from OPERS** during the summer semester if undergraduate students are registered for a minimum of 6 credit hours and graduate students are registered for a minimum of 3 credit hours.  
**Students must contribute to OPERS** during summer semester if students are not registered for the minimum number of credit hours for the semester, 6 credit hours for undergraduate students, and 3 credit hours for graduate students. Students enrolled in OPERS will contribute 10%, with the opportunity for a refund 90 days after the completion of summer employment. The employing department will be assessed 14% per period with no opportunity for a refund.  
Students falling below the minimum credit hour requirement during the semester will immediately be enrolled in OPERS. |
| **Before completing rehire paperwork!**  
(Appplies only to students with Federal Work Study financial aid award) | **To use the Work Study award at any time during the year, the student must first accept their Work Study award prior to visiting 334 Student Union for paperwork processing.** | Students accept Work Study award inside their WINGS Express account, on the Financial Aid tab.  
A student employee must be registered for 6 credit hours as an undergraduate student or 3 credit hours as a graduate student for the summer semester in order to use a Federal Work Study award during the summer.  
Students using their Work Study award in summer may deplete their award more quickly, depending on number of hours worked.  
The total Work Study award can be used from May 7, 2016 through May 5, 2017. Work Study award amounts are continually dispersed during the student’s employment until the funds are depleted. The award is not divided by semester as shown in WINGS. |
### Student Employment processing hours:
**Mondays, Wednesdays, Thursdays,**
8:30 to 11:30 a.m.
1:00 to 3:30 p.m.

**Students bring completed Student Authorization Form for summer rehire to 334 Student Union.**

Lines may form. Students should be prepared to wait.

### Students working anytime between May 7 and May 20, 2016:
**paperwork must be delivered to and processed in Student Employment before 3:30 p.m. on May 16, 2016 to receive pay on May 27, 2016.**

In general: all paperwork must be submitted **no later than 3:30 p.m. on the Monday** before time sheets are due to ensure that a time sheet is up and ready before it must be submitted.

Students may not begin working until their summer rehire paperwork has been turned in and processed.

Authorization form will not be accepted by mail except from Lake Campus.

At processing, Student Employment collects all required paperwork for summer employment.

If any information is missing when a student brings paperwork for processing, students will be sent back to their supervisor, to fill in the missing information.

Student receives information about summer registration, Federal Work Study requirements, and OPERS enrollment.

Time sheets will not be available for students whose paperwork has not been processed.

Paper time sheets cannot be processed if the student does not have an online time sheet in WINGS Express.

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| Week of June 20, 2016. | Fall Rehire Form emailed to supervisors. | Supervisors must complete a rehire form to hire student employee(s) for fall semester 2016. |