

REHIRING STUDENT EMPLOYEE(S) FOR SUMMER SEMESTER 2018

1/31/2018

When	What to do	Explanation
<p>Before student brings rehire paperwork to 334 Student Union for processing!</p>	<p>Student must be registered for summer <u>and/or</u> pre-registered for fall classes.</p> <hr/> <p>Supervisor and student complete Student Employment Authorization Form</p> <p>Authorization Form <u>must</u> include all the following information:</p> <ol style="list-style-type: none"> 1. Supervisor signature 2. Student signature 3. Job classification 4. Pay rate 5. Approver code 6. Fund and organization numbers 7. Regular or Work-Study checked 8. Job title 9. Earliest start date for summer semester employment is 5/5/18). 	<p>Student Employment eligibility for summer employment:</p> <p>Minimum of 6 undergraduate credit hours summer or fall registration; Minimum of 3 graduate credit hours summer or fall registration.</p> <hr/> <p>If any information is missing, students will be sent back to their supervisor to fill in the missing information and then return to the Career Center with the completed form.</p> <p>Supervisors and students must comply with maximum work hour policy.</p> <p>About OPERS (Ohio Public Employees Retirement System): Students may be exempt from OPERS during the summer semester if students registers and attends classes at least half-time (a minimum of 6 undergraduate; 3 graduate credit hours).</p> <p>Students must contribute to OPERS during summer semester if students are <u>not</u> registered for and attending classes at least half-time (a minimum of 6 undergraduate; 3 graduate credit hours).</p> <p>The employing department will be assessed 14.67% of the total gross wages per period with no refund opportunity.</p> <p>Students below the minimum credit hour requirement during the semester will immediately be enrolled in OPERS.</p> <p>How to calculate OPERS impact for Summer</p>
<p>Before completing rehire paperwork!</p> <p>(Applies only to students with Federal Work Study financial aid award)</p>	<p>To use the work study award at any time during the year, the student <u>must first accept</u> their work study award <u>prior</u> to visiting 334 Student Union for paperwork processing.</p>	<p>Students accept work study award inside their WINGS Express account, on the Financial Aid tab.</p> <p>To use a work study award during the summer, a student must register and attend classes at least half-time (a minimum of 6 undergraduate; 3 graduate credit hours) for the summer semester.</p> <p>Depending on the number of hours they work, students using their work study award in the summer may deplete their award more quickly.</p> <p>The total work study award can be used from May 5, 2018 – May 3, 2019.</p> <p>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.</p>

<p>Student Employment processing hours: Mondays and Tuesdays, 8:30 to 11:30 a.m. 1:00 to 4:00 p.m.</p>	<p>Students bring completed Student Authorization Form for summer rehire to 334 Student Union.</p> <p>Lines may form. Students should be prepared to wait.</p>	<p>Students working anytime between May 5 and May 18, 2018: paperwork must be delivered to and processed in Student Employment before 4:00p.m. on May 15, 2018 to receive pay on May 25, 2018.</p> <p>In general: all paperwork must be submitted no later than 4:00 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.</p> <p>Students <u>may not</u> begin working until their summer rehire paperwork has been turned in and processed.</p> <p>Only Lake Campus authorization forms will be accepted by mail.</p> <p>At processing, Student Employment collects all required paperwork for summer employment.</p> <p>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.</p> <p>Student receives information about summer registration, Federal Work Study requirements, and OPERS enrollment.</p> <p>Time sheets will not be available for students whose paperwork has not been processed.</p> <p>Paper time sheets cannot be processed if the student does not have an online time sheet in WINGS Express.</p>
<p>Week of June 18, 2018.</p>	<p>Fall Rehire Form emailed to supervisors.</p>	<p>Supervisors must complete a rehire form to hire student employee(s) for fall semester 2018.</p>