STUDENT EMPLOYMENT PROCESS

Supervisory Training
The Office of Human Resources would like to welcome you to the New Student Employment Process.

This training module will provide the guidance and steps a department must make, in order to have a successful student employment hiring process.

If there are additional questions regarding the process for student employment, not addressed in this training, please contact the Office of Human Resources.
» Submit Budget Request to the Office of Financial Affairs

» Budgets will be allocated and approved by the University’s Budget Analyst

The department will be notified, once their budget request has been approved.
» Post all student positions by contacting Polar Careers

» Review and select viable candidates for your department

Contact the Polar Careers Office with any questions regarding the process on posting open positions, the status of an open position, and/or available student applicants.

Step 2: Assemble an Applicant Pool
» Encourage students to apply for the work-study award, by filling out a FASFA online at https://fafsa.ed.gov/

» The Office of Financial Aid will receive all submitted applications and determine eligibility

This information is shared with the Office of Human Resources. Supervisors will no longer be responsible for tracking work-study vs. non work-study eligible employees
Each department will need to fill out a WTE form, found on the Human Resources website and/or Moodle page.

This form should be sent to the Office of Human Resources for processing.

The new WTE form is very similar to the form previously used and distributed by Polar Careers. Some subtle differences have been made to compliment the new process.

Any questions regarding location, submission, and completion of the new web time entry form should be directed to the Office of Human Resources.
» ALL employment paperwork will be requested via email to the student employee with forms attached by the Office of Human Resources.

» The Office of Human Resources will contact the department once a student is eligible to begin working.

Please do not allow students to begin working without verification of their eligibility from the Office of Human Resources.
» **I-9**
   > The Department of Homeland Security requires that all employees complete an I-9 employment-verification form before beginning any type of work. This form requires potential employees to present valid, original documents that verify identity and work authorization. Acceptable forms of identification are listed on page 9 of the form.

» **W-4**
   > This form specifies the federal tax withholdings to be deducted from an employee’s paycheck. All employees are subject to federal withholdings.

» **IT-4**
   > If your permanent address is in the State of Ohio or not in the states of KY, MI, PA, WV, or IN, please complete this form. This form identifies the state tax withholdings to be deducted from an employee’s paycheck. The state of Ohio taxes all individual whose work is conducted in Ohio.

» **IT-4NR**
   > If your permanent address is in a neighboring state (KY, MI, PA, WV or IN), please complete this state tax form to waive Ohio State Tax.

» **Direct Deposit**
   > Direct deposit is mandatory for all Ohio Northern University employees. A voided check or a letter from the employee’s banking institution providing the routing and account numbers needs to accompany the direct deposit form.

» **Biographical Sheet**
   > Upon hire, this form will provide the Office of Human Resources with an employee’s important personal information.

» **Electronic W-2 Consent (optional)**
   > Gain access to their W-2 form quickly without waiting for a paper form to be mailed to their home. If this request is made, your W-2 will be available in Self-Service Banner so long as you have access to ONU email.
ALL employment paperwork completed by the student employee should be turned into the Office of Human Resources BEFORE their first day of work.

In accordance with The Homeland Security Act, Ohio Northern University must verify the identity and employment authorization of each person hired before allowing work to be performed.
Once all of the required documentation has been submitted to the Office of Human Resources, the students may begin working.

The Office of Human Resources will notify the department of eligible employees.
Students eligible to begin working will have access to an electronic timesheet online through Self-Service Banner.

If a student does not have access to an electronic timesheet, please contact the Office of Human Resources.

Please review each timesheet for documentation errors, such as, holiday hours and weather shutdown hours.

Student employees who miss the deadline to submit an electronic timesheet must fill out a manual timesheet.

It is very important that students do not document past hours worked on the next electronic timesheet.

Manual timesheets are located at the Office of Human Resources.
Employment with Ohio Northern University is “at will”. That is, either you or ONU may terminate this relationship at any time, for any reason, with or without cause or notice.

Immediately notify the Office of Human Resources when voluntary and/or involuntary terminations occur.
Effective April 1, 2014, a standardized Student Employment Handbook must be reviewed and signed by all student employees.

Additional training is available for student employees, these training courses are optional for departmental use, if interested:

- Customer Service Training
- Office Etiquette Training
- How to Log Hours Training
- Safety Training

All resources can be found on the HR website and/or HR Moodle page.
The Office of Human Resources has an entire Moodle page dedicated to student employment resources. Please visit https://lms.onu.edu/ for the following helpful materials:

- General Information
- Web Time Entry Form
- Frequently Asked Questions
- Student Employment Handbook
- Student and Supervisory Training

SUPERVISOR RESOURCES
Following this procedural training presentation, each supervisor/approver must complete the 5 question quiz located on the HR Moodle page. This quiz qualifies as your electronic sign-off that you have read and understand the informational packet provided by Human Resources. By not following the instructions contained within the procedural training presentation, I will delay my ability to hire student workers. Furthermore, I understand that I am not eligible to hire any student workers until I have completed the training presentation on the student employment process and taken the supervisor sign-off quiz.
The Office of Human Resources would like to thank every ONU employee who is actively participating in the student employment process at the University. Your dedication and knowledge will guide and prepare our student employees for the real world employment experience they will encounter upon graduation.

Thank You