



Youngstown State University / One University Plaza / Youngstown, Ohio 44555-0001

Date: 25 April 2012
To: **All Student Employee Supervisors and Signature Authorities**
From: Judith Gaines, Executive Director of Student Life
Subject: Changes, updates and reminders for on-campus student employment

The new student employment year starts on **May 20, 2012**. This memo addresses *NEW* regulations and procedures, as well as *essential* reminders for on-campus student employment.

- NEW! ►** If a student worker has never worked for YSU before, his/her **Employment Eligibility Verification form (I-9)** must be completed at the Office of Student Life. If your department is employing a student who is new to employment at YSU, please download the I-9 form along with the "Lists of Acceptable Documentation" and give them to the student. The student worker must complete the top section of the I-9 and bring their employment papers and their choice of acceptable documentation to the Office of Student Life to be verified in person.
- NEW! ►** The **Hourly Appointment form** has been **REVISED** to include spaces for additional information needed for YSU's conversion to Webtime Entry. When hiring a student for an hourly wage position, **please use the new form**. (If you have recently sent employment papers containing the old form, Student Life will accept them. However, if your department has already converted to Webtime Entry, we may be contacting you for additional information.) The **Stipend Appointment form** has also been revised. If you still have older forms in your office, please discard them.
- NEW! ►** The minimum wage in Ohio changed in January 2012, making Wage Level I at YSU \$7.70/hr. **As of May 20, 2012, there is no longer a Wage Level II at YSU**. Positions that were paid previously at the old Wage Level 2 rate of \$7.75/hr. will now be paid at the first Exception Rate of \$8.00/hr. There are other no changes to Exception Rates for student employment.
- Essential ►** It is essential that **new student employees not begin work until the entire appointment process has been completed!** Do not schedule a student for work until the student's appointment has been completely processed and copies have been returned to you with a new **Approved Start Date** at the bottom of the form. Permitting students to work prior to the processing of their employment paperwork violates Internal Revenue Service, Homeland Security, state of Ohio, and Youngstown State University laws and regulations. PLEASE NOTE – your "requested start date" is not necessarily the same as the "approved start date." Only Student Life can assign a student employee's approved start date.

- Reminder ► Send completed **Hourly Appointment forms** for student employees to the Office of Financial Aid and Scholarships, where they will be checked for Federal Work Study eligibility. After FWS eligibility has been checked, appointment forms will be forwarded to Student Life for processing. **Stipend Appointment forms** may be sent directly to Student Life without going through Financial Aid.
- Reminder ► **Daily logs must be maintained within each employing office** that show the beginning and ending times of daily employment for each student, accompanied by the student's signature. These are *in addition* to the time sheets that are submitted to Payroll. These records must be maintained by the employing department for a minimum of five years. YSU is audited annually; randomly selected departments will be asked to provide these records, so it is vitally important to keep them on file. **Students may not work during hours when they are scheduled to attend class.**
- Reminder ► Send all notices of termination to the **Student Life (FAX x3778)** and to the **Human Resources Processing Center (FAX x3814)**. Termination notices must be sent when a student is no longer working for a department for any reason, including graduation.

For Purposes of Student Employment Only

Summer term -- May 20 to August 11, 2012

Fall term – August 12, 2012, to January 12, 2013

Spring term – January 13 to May 18, 2013

CRITERIA FOR ON-CAMPUS STUDENT EMPLOYMENT

	Fall, Spring Semesters	Summer Term
In order to be employed on-campus, a student must:	Be in good academic standing and enrolled in one course of at least three credits each semester.	Be enrolled for three or more credit hours during summer term <u>OR</u> have been enrolled the previous spring semester and be enrolled for the upcoming fall semester.
Students may work up to:	20 hours per week.	40 hours per week.
To be exempted from OPERS and Medicare:	Be enrolled for 6 credits or more (graduate students, 5 credits) each semester.	Be enrolled for 6 or more credits over the course of the summer term (graduate students, 5 credits).
Students will be enrolled in OPERS and Medicare if:	They are enrolled in less than 6 credits (graduate students, 5 credits) each semester.	They are enrolled in less than 6 credits over the course of the summer term (graduate students, 5 credits).

Which Student Employment Forms Do You Need?

Forms Note: All forms are available for download from the Student Life website unless otherwise indicated.	Student has worked at YSU before <u>and</u> has worked on campus <i>since</i> May 2007	Student has worked at YSU before, but <i>not since</i> May 2007	Student has never worked on campus before
YSU Federal Work Study & On-Campus Hourly Appointment Form <u>OR</u> YSU Task-Based Stipend Appointment Form	√	√	√
(OPERS) Request for Optional Exemption as a Student (must be enrolled for 6+ credit hours) <u>OR</u> (OPERS) Personal History Report <u>and</u> (IRS) Statement Regarding A Job Not Covered by Social Security	√	√	√
(Ohio state Homeland Security) Declaration of Non-Assistance to Terrorist Organizations		√	√
(Homeland Security & U.S. State Dept.) I-9 Verification of Eligibility to Work in the United States [NOTE: International students must have their I-9 information verified by the Center of International Studies and Programs in Jones Hall.]			√
(Ohio) School District Form			√
(IRS) W-4 form (available through the Payroll Office)	Optional	Optional	Optional
(YSU) Automatic Deposit Form	Optional	Optional	Optional