

REQUEST TO HIRE AN HOURLY-PAID STUDENT

Supervisor must complete ALL areas

Form MUST be turned in at least THREE WEEKS prior to requested start date.

Student's name: _____ Students' email: _____

Student's OSU ID: _____

Hourly pay range for Undergraduate students for the College of Engineering is \$8.55 through \$14.25

Hourly paid is dependent upon skills needed for the duties

Hourly Pay Rate: _____ .

Grad or PhD students NOT taking classes in summer: minimum \$22.15/hour

Exact weekly hours are required to be entered – student may NOT work over the stated hours without the Supervisor discussing with Carla

Hours Per Week: _____

Supervisor's name (PRINT): _____

Requested Start Date (you will be notified when student may actually begin): ____ / ____ / ____

Projected End Date (FWS students cannot work past the end of May): ____ / ____ / ____

From what fund will you pay your student? _____

Supervisor: *Please do NOT send or bring student to Carla.* Turn in this form, and if the student needs to complete paperwork, Carla will email them and cc you.

REQUEST TO TERMINATE AN HOURLY-PAID STUDENT

Supervisor MUST complete this form when each student leaves employment

Student's name: _____ Student's OSU ID: _____

Supervisor's name (PRINT): _____

Last date worked: This MUST be the actual last date worked from the last timesheet you approved for the student. ____ / ____ / ____

Was a key assigned to the student? Yes ____ No ____

If "Yes", student MUST turn in key to Carla BEFORE his/her last day of work.