



In order to allow flexibility in retaining bi-weekly student employment in the system and to eliminate the need for new hire paperwork, bi-weekly students may stay active in the system for a period of up to 120 calendar days provided a documented estimated return to work date has been established as noted below.

Supervisor: \_\_\_\_\_

Student: \_\_\_\_\_

OSU ID: \_\_\_\_\_

Last date worked: \_\_\_\_\_

Estimated return to work: \_\_\_\_\_

If the student does not return to work within 120 calendar days since their last date worked, they will be terminated from the system. If they return to work, they will have to complete the affiliated hire paperwork.