

REQUEST TO HIRE AN HOURLY-PAID STUDENT

Supervisor must complete ALL areas

Student's name: _____ Student's email: _____

Student's OSU ID: _____ Is Student on FWS? Yes _____ No _____

If Student is on FWS be sure to attach the completed Referral Form

Has student worked at OSU previously? Yes _____ No _____

Hourly Pay Rate: \$ _____ Hours **per week** student will work: _____

KSA standard minimum hourly pay is \$8.86; Maximum is \$9.85

Exact hours per week are now required to be entered into HR; see Carla with questions

Supervisor's name (PRINT): _____

Requested start date (remember, this is requested, not actual): ____ / ____ / ____

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

If student is NOT FWS, from what fund will they be paid? (If the supervisor does not know, they must see Lisa Routt before turning in this form): _____

Supervisor: Do NOT send or bring students to Carla. Turn in this form, and if the student has paperwork to complete Carla will contact them.

Carla will contact the Supervisor with the actual date the student may start work.

REQUEST TO TERMINATE AN HOURLY-PAID STUDENT

Supervisors **MUST** complete this form when each student leaves employment

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

Supervisor's name (PRINT): _____

Last date worked: ____ / ____ / ____ NOTE: This is the last date the student completed in eTimekeeping—this date must be exact.

Were keys assigned to this Student? Yes _____ No _____

If Yes, Student **MUST** return keys to Carla on his/her last date of work.