

STEP #2 Referrals Made—The Financial Aid Office will send names of potential employees to employers when notified of an employment opening. The employers will contact students to arrange an interview.

STEP #3 Interviews Conducted-Students Hired—Students will be told by the employer, normally at the time of the interview, whether or not they have been hired. If a student has not been hired, there is no further obligation on the student's part. **A student who has been hired may begin working as soon as the employer notifies the Financial Aid Office that the student has been hired.** The Financial Aid Office will then authorize the student to work in that department. Students are advised to check with the employer to be sure that an authorization has been requested. Students hired for a temporary position must also be authorized by the Financial aid Office in exactly the same manner as permanent student employees.

STEP #4 Student Paychecks—The employer maintains a time sheet for each student employee which is submitted to Human Resources at the end of each month. Human Resources must also have a corresponding Authorization Report on file from the Financial Aid Office for each student's time sheet before a paycheck can be issued. Students pick up their paychecks at the Controller's Office on the 15th of each month for the previous month's work.

STEP #5 Termination of Employment—If the student resigns or is terminated by a department, the student must notify the Financial aid Office if he/she wishes to be considered for other employment on campus. Any changes in the student's phone number or campus address should be reported to the Financial Aid Office immediately.

EMPLOYMENT PROCESS—DEPARTMENTAL PROCEDURES

STEP #1 Completion of Position Letter—In the summer, the Financial Aid Office will send position letters to every department employing students. If the employer wishes to rehire any students in their same positions for the fall term, the names of those students should be listed on the appropriate position letter. These students must file fall employment applications as well as the most current FAFSA in order to be reauthorized. Final approval for reauthorization is dependent upon the student's financial need and/or qualifications for the job.

The employer must also indicate any job opening on the appropriate position letter, as well as the number of students needed. Position letters must be returned to the Financial Aid Office as soon as possible.

Departments may notify the Financial Aid Office by telephone or e-mail of other openings which occur throughout the year.

STEP #2 Referrals Are Made—If an employer has an open position but does not wish to recommend a particular student for the opening, the Financial Aid Office will send a list of potential student employees upon request. The employers arrange interviews with qualified students.

If a department wishes to recommend a specific student for the opening, the department may request approval for that student from the Financial Aid Office by telephone or e-mail. If the student is approved (has necessary forms on file and meets selection criteria), the Financial Aid Office will authorize them to work in the department immediately.

STEP #3 Departmental Pay Period Report Forwarded to Employer — When the Financial Aid Office is notified by a memo, telephone call or e-mail from the employer that students have been hired, a Departmental Pay Period Report listing all authorized students will be forwarded to the department. The

department keeps this copy for their files and one is retained in the Financial Aid Office. An Authorization Report is then sent to Human Resources. The student may begin working as soon as the Financial Aid Office has been notified that the student was hired. Students working during the academic year are authorized for a September through May time period only. Students hired on a temporary basis must be authorized by the Financial Aid Office in exactly the same manner as permanent student employees.

STEP #4 Timesheets Sent to Human Resources – The employer must approve all student timesheets online and forward them to Human Resources by the 3rd of each month for the previous month's work. Human Resources must have a corresponding Payroll Authorization Report from the Financial Aid Office for each student timesheet before issuing a paycheck.

NOTE TO DEPARTMENTS & STUDENTS

A student may actively inform a department of his/her interest in working in that department, and the department may recommend students for the openings. **However, no student is to be hired without prior approval from the Financial Aid Office.** Students who are informed of job openings through the department are subject to the same selection process criteria as all other students, i.e., financial need, qualifications for the job, and availability.

SUMMER EMPLOYMENT PROCEDURES

Summer employment is treated separately from the academic-year employment program. While student selection criteria and employment procedures are the same as in the academic year, students selected to work during the summer are authorized for the summer period only. Students who worked during the academic year, and who would like to continue in their positions during the summer, must reapply and, if eligible, be reauthorized by the Financial Aid Office.

Any student seeking summer employment, including those who are employed in a department during the academic year, must adhere to the regular employment guidelines and have the following on file in the Financial Aid Office.

- a) The most current FAFSA
- b) A completed I-9 form and appropriate documentation, determining employment eligibility and citizenship status, on file in the Financial Aid Office within three days of being hired.
- c) A completed IT-4 form and W-4 form withholding certificate.

The department will be asked to complete separate summer position letters, indicating both summer openings and the number of students needed, as well as any academic-year employee whom the department wishes to recommend for summer employment. All students must have the above forms on file in the Financial Aid Office and are subject to final approval according to the regular selection process criteria (financial need at the time, qualifications for the job, and availability).

All inquiries regarding student employment should be directed to the Financial Aid Office, located in Weber Hall, telephone: (419) 772-2272.

OFFICE OF FINANCIAL AID

STUDENT EMPLOYMENT



OHIO
NORTHERN
UNIVERSITY

FOREWORD

This brochure is designed to provide students, faculty, and staff with comprehensive information regarding University student employment. The following topics are covered within this brochure:

- * CRITERIA USED IN SELECTING STUDENT EMPLOYEES
- * FEDERAL EMPLOYMENT GUIDELINES
- * LIMITATIONS ON WORK SCHEDULES
- * INFORMATION ABOUT THE JOB AND THE RATE OF PAY
- * PAYROLL AUTHORIZATION
- * CAMPUS EMPLOYERS
- * THE EMPLOYMENT PROCESS—FOR STUDENTS
- * THE EMPLOYMENT PROCESS—FOR EMPLOYERS
- * SUMMER EMPLOYMENT PROCEDURES

STUDENT EMPLOYMENT PROGRAM

Ohio Northern promotes the employment of students in over 100 campus departments through the Student Employment Program which is funded by the University and, in part, by the federal government. Students receive valuable work experience and develop important interpersonal skills while earning money for their college expenses. The departments likewise benefit not only from the assistance provided by the students but also from the development of closer ties with members of the student body.

Any Ohio Northern student may apply for campus employment; however, since many students require employment earnings to meet their college costs, preference in hiring is given to those students with financial need. Skills, prior experience and availability also play a part in the selection process. Employment applications are mailed at the appropriate time to students who have established financial need. All other students interested in employment may apply at the Financial Aid Office.

Selection Process

Students are considered for employment in the order of the following criteria:

1) Financial Need—Every effort is made to give priority to students with financial need. Students establish financial need by filing the Free Application for Federal Student Aid (FAFSA) in the Financial Aid Office. This analysis of family income and assets determines the extent to which a student can contribute toward college expenses. If the FAFSA results indicate that the student cannot meet these expenses, the student may then be considered for financial assistance, including campus employment. Since financial need is the primary consideration in the hiring process, students wishing to receive maximum consideration for employment should have their FAFSA results on file in the Financial Aid Office prior to seeking employment. Four to six weeks from the date of filing should be allowed for processing this form.

2) Skills—In addition to financial need, students' skills are also considered in order to provide the department with the best candidate for the position. In some cases, job skills may take precedence over financial need, as in the case of a student lifeguard or lab assistant. In such cases the department provides a written request stating the department's special needs and the student's qualifications. However, this exception is made only when qualified, needy students are not available.

3) Student Availability—Occasionally a department may request student workers on very short notice or during vacation periods when most students are not on campus. In these instances, students without financial need may be hired on the basis of their availability. Again, this exception is made only when needy students are not available.

Federal Employment Guidelines

Since the employment program is partially funded by the federal government, the following federal guidelines apply in the disbursement of the federal college work/study funds.

The student must:

- 1) Be a citizen or national of the United States, or be in the United States for other than a temporary purpose and intend to become a permanent resident of the U.S., or be a permanent resident of the Trust Territory of the Pacific Islands. (International students may work on campus but are not paid with federal funds.)
- 2) Be enrolled at least half-time (6 hours) at ONU and be in good standing as an undergraduate or graduate student.
- 3) Be capable of maintaining good standing in his/her course of study at Ohio Northern University.

Limitations On Work Schedules

Because of academic demands on students' time as well as the increasing number of students seeking employment, departments are requested to limit the student's work schedule to no more than 15 hours per week during the academic year. Students must regulate their schedules so that work does not interfere with class or study time.

Students are also cautioned not to work in excess of their employment allocation which is assigned by the Financial Aid Office. Since campus employment is a type of financial aid, an overaward in employment earnings may necessitate a downward adjustment in other types of aid (grants, loans, etc.). Accordingly, if a student receives some other type of financial aid such as a Stafford Loan subsequent to the assignment of an employment allocation, the employment allocation may be decreased to reflect the increase in other aid.

Information Regarding the Position

Each student will be informed, by the employer, of the following either prior to the job interview or at the time the student is hired:

1. Type of Work
2. Job Responsibilities
3. Wage Rate and Hours
4. Supervisor
5. Suggested Attire
6. Employer Allocation

Effective September 1, 2006 the rate of pay is \$7.40 per hour. Students receive paychecks on a monthly basis.

Payroll Authorization

Since campus employment is considered a type of financial aid, **no student may begin working on campus without prior authorization** through the Financial Aid Office. This means that the student must have a current aid application and current FAFSA on file in the Financial Aid Office prior to employment, and the employer must have requested approval for the student from the Financial Aid Office.

When students are hired, a Departmental Pay Period Report (specifying authorized employment hours and remaining eligibility) is forwarded by the Financial Aid Office to the department. An Authorization Report is sent to the Controller's Office which issues the students' paychecks. Without this authorization report, students cannot receive a paycheck. **Students are encouraged to check with their employers to be sure that they have been authorized to work in the department.** The Financial Aid Office should be notified immediately if the student's authorization is not on their report.

Special note: Students who withdraw or graduate from the University **become ineligible for the student employment program upon the date of withdrawal or graduation.** Employers are advised to discuss these possibilities with the student at the time of the interview in order to ensure the student's availability for the desired length of time.

Campus Employers

Academic Affairs	Human Resources
Admissions	Information Technology
Alumni Affairs	Intercultural Development
Art Department	Intramurals
Arts & Sciences	Law Admissions
Athletics	Law Career Services
Audio Center/Foreign Language Lab	Law Alumni Services
Biological Sciences	Law Library
Bookstore	Law Research
Bowling & Billiards	Law Review
Business Administration	Mail Room
Business Services	Math Department
Chaplain's Office	McIntosh Center
Chemistry Department	Modern Languages Dept.
Child Development Center	Multicultural Center
College of Arts & Sciences	Music Department
College of Business Administration	Northern Review
College of Engineering	ONU Cable TV
College of Law	Pharmacy/Law Research
College of Pharmacy	Philosophy & Religion Dept.
Communication & Marketing	Physics Department
Communication Arts Department	Physical Plant
Communication Skills Center	Polaris
Controller's Office	President's Office
Counseling Center	Psychology/Sociology Dept.
Education Department	Purchasing/Central Receiving
Electrical & Computer Engineering & Computer Science	Registrar's Office
English	Residence Halls
Financial Affairs Vice President	Residence Life/Student Affairs
Financial Aid Office	Security
Sodexo Food Service	Student Development Center
Freed Center for Performing Arts	Technology Department
Health & Physical Education Dept.	University Advancement
Heterick Memorial Library	University Switchboard
History & Political Science Dept.	WONB-Radio Station
	Yearbook

THE EMPLOYMENT PROCESS-STUDENT PROCEDURES

STEP #1 Forms on File—Students interested in fall employment must have the following on file in the Financial Aid Office for maximum consideration in the hiring process:

- a) The most current FAFSA for undergraduates or for graduate students. Students should allow four to six weeks processing time in order **to have the FAFSA results on file in the Financial Aid Office by mid August.** These forms are available in the Financial Aid Office.
- b) A completed I-9 form and appropriate documentation, determining employment eligibility and citizenship status, on file in the Financial Aid Office **within three days of being hired.**
- c) A completed IT-4 form and W-4 form withholding certificate.

Students wishing to be considered for employment at a later date during the academic year should also have the above forms on file **prior** to seeking employment.