



# The Ohio State University at Lima

## STUDENT Hiring Document

Please submit this completed form to OSU Lima Human Resources, PS 122, to initiate student employment.

Student Name: \_\_\_\_\_ Student Name.#: \_\_\_\_\_

Anticipated Start Date: \_\_\_\_\_ Hours per week: \_\_\_\_\_

Position Title: \_\_\_\_\_ Dept: \_\_\_\_\_

Federal Work Study or Wages: \_\_\_\_\_ Funding/Position approved?: Y N

Funding Source/Dept: \_\_\_\_\_

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

Location: OSU Lima Campus Building: \_\_\_\_\_ Room #: \_\_\_\_\_

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



### HUMAN RESOURCES INTERNAL USE ONLY

Student ID#: \_\_\_\_\_ Position #: \_\_\_\_\_

Supervisor ID#: \_\_\_\_\_ Date New Hire Forms Provided: \_\_\_\_\_

Date Forms Returned: \_\_\_\_\_ Hire Date: \_\_\_\_\_ FWS?: Y N

Position: Primary Secondary EE Record: 0 1 2 Split Funding?: Y N

HRA #: \_\_\_\_\_ HRA Approval Date: \_\_\_\_\_ Dept. Budget: \_\_\_\_\_

I-9 Completed?: Y N SSA & OPERS sent to Columbus?: Y N

Pay Rate: \_\_\_\_\_

HR Database Completed?: Y N HRIS Completed?: Y N

Recorded in Excel?: Y N

HR Signature: \_\_\_\_\_