

Last Name:	Legal First Name:	CSU ID#	□Remote □Hybrid
			(Not outside of Ohio)
□New Campus Hire *	Continuous Campus Hire	□On Campus	□Civic Engagement
(require employment Packet)	Prior Hourly Prior Grad Stipend*	\Box Off Campus - FWS	Internship
			Start Date:
Undergraduate	Graduate	International	Student begins working

I. CHECK ALL THAT APPLY:

 □ Academic Year
 □ Fall Only
 □ Spring Only
 □ Summer Only

 □ New Hire: First time employment with hiring department (requires a job description)

 □ Additional Hire: □ Campus Position □ Department Position (requires a job description)

 □ Rehire: Student is returning to same department and same position

 *Please note: First time campus hires are not eligible to begin working until federal form I-9 is completed. Graduate students with work

experience through Graduate Studies only must also complete an I-9.

II. POSITION INFORMATION:

 Federal Work Study (Code 150)
 Campus Employment/Non-Federal Work Study (Code 151)

 FWS Award: \$______
 This award may be subject to eligibility changes in the future (Confirmed by ______
 Hourly Rate \$______

Department Name:	 Dept. ID:
Combo Code #	Distribution Split:
Additional Combo Code #	Distribution Split:

Supervisor / Approver's Name:	Emp ID#
Supervisor's Email:	Position#
Department Designee Name (Print):	Emp ID#
Department Designee Signature:	Date:

III. STUDENT CERTIFICATION: Student must read and sign. I certify that the information provided is true and accurate. I understand that if I am employed as a student employee (Federal Work-Study or Non-Work Study) at Cleveland State University, I must be enrolled at least 6 credit hours. If for any reason I withdraw during the academic year, I must inform my supervisor immediately. Employment will cease upon determined date of withdrawal. I agree to complete the required employment forms with various offices (Student Employment and Payroll) before beginning to work; I understand I cannot work over 20 hours per week during an academic semester or 40 hours per week during: winter/spring/summer breaks and cannot work during my scheduled class times. I agree to abide by all rules and guidelines as published in the Student Handbook located at www.clestatecareers.com/ocsestudent

Student's Signature_____

Date_____

Student Employment Use Only						
Hiring Process Complete:	Yes 🗆 No 🗆	I-9 complete w/acceptable ID; I-20/EAD Verified by:				
Student Eligible to Start:	Yes 🗆 No 🗆	I-9 on file with SE Yes \Box N	lo 🗆			
E-Verify Complete:	Yes 🗆 No 🗆	International Student SSC re	ceived			
	Start Date:	End Date:				
Forms forwarded to Payroll: Hire Form 🔲 SSA-1945 🗆						
Processor's Initials:		Date:	Record #			