

Student Employment Hiring Packet

Congrats on getting a student employment position!

PLEASE READ & RETAIN THESE INSTRUCTIONS IN THEIR ENTIRETY SO YOU CAN GET PAID.

Complete this packet of documents as soon as possible and return it back to your department so that we can get you hired. You must complete these forms BEFORE you begin working, not after! Adobe Scan is a really great app for your phone that you can use if you do not have a scanner; it turns anything you take a photo of into a PDF. You can also complete these forms on paper and take them back to your hiring department.

Enclosed you will find:

- Student Hire Certification
- Statement Concerning your Employment in a Job Not Covered by Social Security
- I-9 List of Acceptable Documents (for the Employment Eligibility Verification Form I-9)

Information on what each of these forms are and how to complete them are in the New Student Employee Orientation (and in the Student Employee Handbook) at www.clestatecareers.com/ocsestudent

For the Student Hire Certification:

- Read, Sign, and complete the information required
- You must SIGN your name with your actual, handwritten signature on the signature line. **You cannot type your name as your signature.**

For the Statement Concerning Your Employment in a Job Not Covered by Social Security:

- Fill out your name and Social Security Number (in the spot where it says Employee ID#)
- International Students: if you do not yet have a social security number, leave the Employee ID# line blank. (Instructions on how to apply for an SSN are located at www.clestatecareers.com/ocsestudent in both the Various Forms/Instructions section and in the Student Employee Handbook.)
- Sign and date at the bottom
- You must SIGN your name with your actual, handwritten signature on the signature line. You cannot type your name as your signature.
- Beneath your signature, write in your CSU ID#.

For the Employment Eligibility Verification Form I-9:

- You will need to bring ID documents to your department so that they can complete an I-9 with you. The list of acceptable documents is attached so you can see what to bring. You must bring your originals (or notarized copies) for inspection.
 - If you are a Citizen, common documents are either a passport/passport card, OR a driver's license/state ID/CSU id + a Social Security card/birth certificate.
 - If you are a Permanent Resident, common documents are either a Permanent Resident Card OR a driver's license/state ID/CSU ID + Social Security card (without restrictions printed on it)
 - If you are an International student, you will need your passport, I-94, and I-20 forms.

Once you've returned these forms to your department, they may need you to complete an I-9 with them, and they will then complete some additional paperwork and forward it all to the Student Employment Office. Then the Student Employment Office will enter the paperwork into the payroll system and you will begin to show up in Kronos to record your time worked.

Within about a week of this, you will then receive an email to your CSU Vikes email address from HR referencing Payroll on-boarding with a link for you to complete your tax forms and your banking information for direct deposit of your paycheck. Another email will follow from OPERS confirming that you are now a public employee. **CHECK YOUR SPAM/JUNK FOLDERS FOR THESE EMAILS!** If you wish to opt out of OPERS, you **MUST** download the app mentioned in that email and complete an exemption form, and you **MUST** do that within 30 days of your start date or you will lose your opportunity to do so. You will pay into OPERS until you do this. Note: the email address you must use for OPERS is your CSU Vikes email address, otherwise the system will not recognize you! The New Student Employee Orientation explains each of these online forms that you must complete, so be sure to view that so you understand!

This entire process usually takes about a week, assuming all documents are completed correctly and sent timely to the Student Employment Office.

Be sure to read the New Student Employee Orientation and the Student Employee Handbook so that you know how to log in to Kronos, how to determine when your paychecks will be issued, and what the rules and expectations are for working as a student employee. You should also be sure each semester to ask your supervisor to orient you to your job duties and department expectations, as each job is different. This includes the schedule they want you to work as well as the tasks they hired you to do. Do not wait for them to offer this information, as sometimes they might assume you just know. It is your responsibility to ask for clarification of all job expectations and requirements.

We hope that your experience working as a student employee is a positive one! What you will be learning in this job can be transferred to future positions and will help your professional development. We encourage you to do your best and take advantage of all the networking

opportunities this position offers. The Office of Career Development & Exploration can help you expand this more, so feel free to make an appointment with your Career Specialist as well!

Student Employment Office
studentemploy@csuohio.edu
www.clestatecareers.com/studentemployment

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Student Hire Certification

(Student Employee Must Read and Sign for each position they are hired/rehired into)

By accepting this student employment position, I acknowledge, understand, and agree that:

- I must complete the required hire forms in the Student Employment Hiring Packet at **www.clestatecareers.com/ocsestudent** before working
- It is my responsibility to respond timely to any emails from the Payroll department/HR or OPERS regarding online completion of tax, direct deposit, and retirement fund (OPERS) contributions as per the instructions in the Student Employee Hiring Packet
- Payroll cannot be processed until these forms are accurately completed and received
- I have reviewed the Student Employee Handbook at **www.clestatecareers.com/ocsestudent**
- I must abide by the rules and regulations listed in the Student Employee Handbook in order to maintain my eligibility to work and remain employed at CSU as a student employee
- I must maintain enrollment in at least 6 credit hours each Fall and Spring semester
- Withdrawing from classes may make me ineligible to work as a student employee
- I cannot work over 20 hrs/week during Fall/Spring semesters or 40 hrs/week during Winter/Spring/Summer breaks
- I cannot work during my scheduled class times (as determined by the course listing in CampusNet and the CSU academic calendar)
- I will record my time correctly in accordance with University policy in the Kronos timekeeping system, following the Kronos instructions located at **www.clestatecareers.com/ocsestudent**
- Student employment positions are considered temporary, part-time, and contingent upon me remaining a student in good standing
- Student employment positions are "at will" employment which I may quit at any time as well as be released from at any time
- Student employment positions are positions that do not qualify for state or federal unemployment compensation
- I will keep confidential and refrain from disclosing any student or University information except as directed by my supervisor.
- Any violation of confidentiality may result in disciplinary action, including termination of my employment
- I will retain a copy of this certification form to refer to while employed at this job.

Student Signature _____

Name _____

CSU ID _____

Date _____

**Statement Concerning Your Employment in a Job
Not Covered by Social Security**

Employee Name _____ (SSN) _____
~~Employee ID#~~ _____
Employer Name Cleveland State University Employer ID# 1645

Your earnings from this job are not covered under Social Security. When you retire, or if you become disabled, you may receive a pension based on earnings from this job. If you do, and you are also entitled to a benefit from Social Security based on either your own work or the work of your husband or wife, or former husband or wife, your pension may affect the amount of the Social Security benefit you receive. Your Medicare benefits, however, will not be affected. Under the Social Security law, there are two ways your Social Security benefit amount may be affected.

Windfall Elimination Provision

Under the Windfall Elimination Provision, your Social Security retirement or disability benefit is figured using a modified formula when you are also entitled to a pension from a job where you did not pay Social Security tax. As a result, you will receive a lower Social Security benefit than if you were not entitled to a pension from this job. For example, if you are age 62 in 2013, the maximum monthly reduction in your Social Security benefit as a result of this provision is \$395.50. This amount is updated annually. This provision reduces, but does not totally eliminate, your Social Security benefit. For additional information, please refer to Social Security Publication, "Windfall Elimination Provision."

Government Pension Offset Provision

Under the Government Pension Offset Provision, any Social Security spouse or widow(er) benefit to which you become entitled will be offset if you also receive a Federal, State or local government pension based on work where you did not pay Social Security tax. The offset reduces the amount of your Social Security spouse or widow(er) benefit by two-thirds of the amount of your pension.

For example, if you get a monthly pension of \$600 based on earnings that are not covered under Social Security, two-thirds of that amount, \$400, is used to offset your Social Security spouse or widow(er) benefit. If you are eligible for a \$500 widow(er) benefit, you will receive \$100 per month from Social Security (\$500 - \$400=\$100). Even if your pension is high enough to totally offset your spouse or widow(er) Social Security benefit, you are still eligible for Medicare at age 65. For additional information, please refer to Social Security Publication, "Government Pension Offset."

For More Information

Social Security publications and additional information, including information about exceptions to each provision, are available at www.socialsecurity.gov. You may also call toll free 1-800-772-1213, or for the deaf or hard of hearing call the TTY number 1-800-325-0778, or contact your local Social Security office.

I certify that I have received Form SSA-1945 that contains information about the possible effects of the Windfall Elimination Provision and the Government Pension Offset Provision on my potential future Social Security Benefits.

Signature of Employee _____ Date _____

CSU ID #

LISTS OF ACCEPTABLE DOCUMENTS

* All documents containing an expiration date must be unexpired. *

* Documents extended by the issuing authority are considered unexpired.

Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.

Examples of many of these documents appear in the Handbook for Employers (M-274).

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
<ol style="list-style-type: none"> 1. U.S. Passport or U.S. Passport Card 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa 4. Employment Authorization Document that contains a photograph (Form I-766) 5. For an individual temporarily authorized to work for a specific employer because of his or her status or parole: <ol style="list-style-type: none"> a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> (1) The same name as the passport; and (2) An endorsement of the individual's status or parole as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. 6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI 	OR	<ol style="list-style-type: none"> 1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 3. School ID card with a photograph 4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority <p style="text-align: center;">For persons under age 18 who are unable to present a document listed above:</p> <ol style="list-style-type: none"> 10. School record or report card 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record 	AND	<ol style="list-style-type: none"> 1. A Social Security Account Number card, unless the card includes one of the following restrictions: <ol style="list-style-type: none"> (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION 2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240) 3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal 4. Native American tribal document 5. U.S. Citizen ID Card (Form I-197) 6. Identification Card for Use of Resident Citizen in the United States (Form I-179) 7. Employment authorization document issued by the Department of Homeland Security <p style="text-align: center;">For examples, see Section 7 and Section 13 of the M-274 on uscis.gov/I-9-central.</p> <p style="text-align: center;">The Form I-766, Employment Authorization Document, is a List A, Item Number 4. document, not a List C document.</p>

Acceptable Receipts

May be presented in lieu of a document listed above for a temporary period.

For receipt validity dates, see the M-274.

<ul style="list-style-type: none"> • Receipt for a replacement of a lost, stolen, or damaged List A document. • Form I-94 issued to a lawful permanent resident that contains an I-551 stamp and a photograph of the individual. • Form I-94 with "RE" notation or refugee stamp issued to a refugee. 	OR	<ul style="list-style-type: none"> • Receipt for a replacement of a lost, stolen, or damaged List B document. 		<ul style="list-style-type: none"> • Receipt for a replacement of a lost, stolen, or damaged List C document.
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*Refer to the Employment Authorization Extensions page on **I-9 Central** for more information.

O = most commonly-used documents by our students