

# Processing Student Employment Paperwork

All forms referenced here and instruction manuals you will need to complete them are located at:  
[www.clestatecareers.com/ocsedesignee](http://www.clestatecareers.com/ocsedesignee)

Use the Student Employment Form (SEF) for all actions needed on student employees.

## For New Hires:

- Have the student complete the items in the Student Employment Hiring Packet (located at [www.clestatecareers.com/ocsestudent](http://www.clestatecareers.com/ocsestudent)). They will also need to include copies of the documents they are using on the I-9 form.
- Complete the I-9 form with the student. They fill out part 1 and you fill out part 2.
- You complete the SEF
- Provide the job description for the position
- Attach all items as PDFs (preferably, scan them as one single document) and email to [studentemploy@csuohio.edu](mailto:studentemploy@csuohio.edu)

## For Additional Hires & Rehires:

- Have the student complete only the Student Hire Certification in the Student Employment Hiring Packet (located at [www.clestatecareers.com/ocsestudent](http://www.clestatecareers.com/ocsestudent))
- You complete the SEF
- Provide the job description for the position
- Attach all items as PDFs (preferably, scan them as one single document) and email to [studentemploy@csuohio.edu](mailto:studentemploy@csuohio.edu)

## For Budget Changes, Pay Rate Changes, Data Changes, & Terminations:

- You complete the SEF
- Attach it as a PDF and email to [studentemploy@csuohio.edu](mailto:studentemploy@csuohio.edu)

If you do not have a scanner, you can use the Adobe Scan app on your phone to turn any photo into a PDF.

After we enter the SEFs for New Hires, the student will get a system-generated email referencing the OnBoarding Process with a link to complete their tax forms and direct deposit form online. They will also get an email from OPERS requiring them to confirm their enrollment or complete their exemption. Please remind them to check their CSU email accounts for these two emails; both HR and OPERS use the student's CSU Vikes email account, so this is the one they should be referencing. Failure to reply to them will delay their paychecks. If they opt to be exempt from OPERS, failure to reply to that email within 30 days of their start date will cause them to default into paying into OPERS until they are no longer employed at CSU.

The student, supervisor, and you will get an email from the Student Employment Office when a hire has been processed so that you will all know when Kronos can begin to be used. (Note: emails are not generated for budget changes, pay rate changes, data changes, or terminations since these are internal changes and not additions to the payroll database.)