

# 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 \_\_\_\_\_