

Date: April 6, 2009
To: **All Student Employee Supervisors and Signature Authorities**
From: Judith Gaines, Executive Director of Student Life
Subject: 2009-2010 Student Employment Year

This memo addresses *NEW* student employment regulations and procedures, as well as other *essential* reminders. Complete instructions, as well as downloadable employment forms, are available at:

<http://www.ysu.edu/studentlife>

- ▶ Currently employed (that is, during the Spring 2009 semester) student workers, **paid through regular student wages as well as Federal Work Study** can continue to work through May 9, 2009. On May 10, 2009, the new student employment year begins and NEW employment paperwork must be submitted and a start date approved before the student works. (Note: Students who will graduate in May can work until May 16, 2009 without filing new employment paperwork.)
- ▶ Students whose employment will continue into the Summer 2009 semester must complete new Appointment Forms with a requested effective date of May 10, 2009. This new appointment will be valid through May 8, 2010.
- ▶ Please send all completed **Hourly Appointment forms** to the Office of Financial Aid and Scholarships, where they will be checked for Federal Work Study eligibility. After FWS eligibility has been checked, appointment forms will be forwarded to Student Life for processing. **Stipend Appointment forms** may be sent directly to Student Life.
- ▶ **STUDENTS MUST NOT BEGIN WORKING IN YOUR DEPARTMENT until the appointment process has been completed.** Please wait until the student appointment form has been processed and the department and student copies have been returned to you with an **Approved Start Date at the bottom**. Permitting students to work prior to the processing of their employment paperwork violates Internal Revenue Service, Homeland Security, Ohio state, and Youngstown State University rules and regulations.
- ▶ When completing Section I of the Hourly Appointment Form, please do NOT copy information from a student's previous appointment form. Mailing address and phone number of the student worker should be verified as **current** contact information.
- ▶ Students should not be scheduled to work during time periods when they are scheduled to be in class.
- ▶ As of January 1, 2009, minimum wage in the state of Ohio is \$ 7.30 per hour.
- ▶ Notices of termination of a student worker should be sent to the **Office of Student Life (FAX x3778)** and to the **Human Resources Processing Center (FAX x3814)**.

- For the purposes of on-campus student employment only:

2009-2010 Student Employment Year:

May 10, 2009 through May 8, 2010

Summer Term: May 10 through August 15, 2009

Fall Term: August 16, 2009 through January 16, 2010

Spring Term: January 17 through May 8, 2010

Which Student Employment Forms Do You Need?

Forms Note: All forms are available for download from http://www.ysu.edu/studentlife unless otherwise indicated.	Student has worked at YSU before; <u>and</u> has worked on campus <i>since</i> May 2007	Student has worked at YSU before, but <i>not since</i> May 2007	Student has never worked on campus before
YSU Federal Work Study & On-Campus Hourly Appointment Form <u>OR</u> YSU Task-Based Stipend Appointment Form	√	√	√
(OPERS) Request for Optional Exemption as a Student (must be enrolled for 6+ credit hours) <u>OR</u> (OPERS) Personal History Report <u>and</u> (IRS) Statement Regarding A Job Not Covered by Social Security	√	√	√
(Ohio state Homeland Security) Declaration of Non-Assistance to Terrorist Organizations		√	√
(Homeland Security & U.S. State Dept.) I-9 Verification of Eligibility to Work in the United States [NOTE: International students must have their I-9 information verified by the Center of International Studies and Programs in Jones Hall.]			√
(Ohio) School District Form			√
(IRS) W-4 form (available through the Payroll Office)	Optional	Optional	Optional
(YSU) Automatic Deposit Form (available through the Payroll Office only)	Optional	Optional	Optional