HIRING PROCESS FOR STUDENTS

Hourly Student Help

To hire an hourly student, please send the following information to ENG-maehr@osu.edu prior to the student’s first day of work:

- Name
- Name.#
- Funding source
- Actual start date
- Approximate end date (end of semester, end of academic year, etc.)
- Rate of pay
- Anticipated number of hours the student will work in a week

Once we receive this information, the student will be sent an email (with a cc to the supervisor) with all of the appropriate paperwork to complete. Federal regulations require that an employee complete the I-9 Employment Eligibility Verification form no later than 3 days after they begin working.

GRA, GTA, Fellowship Appointments

GRA’s, GTA’s and Fellows are typically hired at the start of the semester. Please email the following information to ENG-maehr@osu.edu as soon as possible, but no later than two weeks prior to the first day of the semester:

- Name
- Name.#
- Funding source
- Rate of pay

Once this information is received, we will send a contract, in addition to any required paperwork to the student (with a cc to the supervisor).

As a reminder, the tuition and fee payment deadline is now 1 week prior to the start of the semester. In addition, we must obtain approval from the Graduate School to hire or terminate GRA/GTA/Fellows outside the typical appointment period (dates noted below). Early termination may result in a reversal of the fee authorization.

Autumn semester 2015 dates: August 17 – December 31, 2015
Spring semester 2016 dates: January 1 – May 16, 2016
Summer term dates: May 17 – August 15, 2016