

**College of Arts and Sciences Non-Graduate Associate Student Offer**

Use for non-exempt, bi-weekly paid (hourly) appointments, such as **student assistant (7968)**, **student intern (8090)** and **student assistant non-OSU (8004)**; or for exempt, monthly paid **student associate (7969)** appointments.

<b>Student Name:</b>	<b>.#:</b>	<b>Employee ID#:</b>
<b>Job Code/Classification:</b>	<b>Dept Org:</b>	<b>Room &amp; Bldg:</b>
<b>Hire Date:</b>	<b>Standard Hours:</b>	<b>Supervisor (Name):</b>
<b>Pay Rate:</b>	<b>Pay Frequency:</b>	<b>Dept HR Contact:</b>
<b>Optional: Time Keeping Group:</b>		<b>Optional: Check Sort:</b>

**Nature of duties and other Considerations:**

The position offered is a temporary student position, not subject to the provisions of section 124.34 of the Ohio Revised Code. Accordingly, your employment is at-will, and may be ended at any time by either you or the university. The Ohio State Office of Human Resources web site (<http://hr.osu.edu>) contains the university's human resource policies, including those for student employees. The rules, regulations, and policies of The Ohio State University, as well as applicable state and federal laws govern your employment. Please familiarize yourself with these. Additional policies and procedure will be available to you through your department HR contact (above).

You may be required to attend a hiring orientation at the ASC Business Services Center (BSC) before you are permitted to begin working. A BSC human resources representative will e-mail you shortly and provide you with further instructions. As a new university employee, you are strongly encouraged to enroll in Direct Deposit with a financial institution of your choosing.

As required by federal law, this offer is contingent upon verification of identity and eligibility to be employed in the United States. You will be asked to complete Section 1 of the *Employment Eligibility Verification (I-9) Form* and present the required original documentation (listed on page 9 of the form) for review ON OR BEFORE THE 3RD BUSINESS DAY OF EMPLOYMENT.

Ohio State University faculty, staff and students participate in state retirement plans, rather than in the federal Social Security program. You will receive a *Statement Concerning Your Employment in a Job Not Covered by Social Security* form which explains the implications of having this type of retirement plan should you also have entitlement to benefits under the Social Security program from your or a spouse's other employment.

All state employees are covered by the *Ohio Ethics Law and Related Statutes* for public officials and state employees and accordingly must receive and acknowledge receiving a copy of this legislation, which is found online at [http://ethics.ohio.gov/ethicslawrevised\\_code.pdf](http://ethics.ohio.gov/ethicslawrevised_code.pdf). If you are scheduled for a new hire orientation, you will be asked to complete an *Acknowledgement of Receipt of Auditor of State Fraud Reporting System Information* form to acknowledge receipt of the document.

Student signature \_\_\_\_\_ Date \_\_\_\_\_