**On-Campus Student Employment**

**Annual Update for 2024-2025**

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April 5, 2024

**1. NEW for 2024-2025**

## 🡺 Minimum Wage

Minimum wage in Ohio is currently $10.45/hr.

## 🡺 New spreadsheet for continuing employment

The spreadsheet that contains each supervisor’s list of students contains more columns than in the past. This additional information will help our office, Financial Aid, and Human Resources process the continuing appointments more efficiently. For your part, you will still mark one of three columns for each student and return the spreadsheet to Student Employment for processing. (Please see Item 4 in the update for more information.)

## 🡺 New appointment form

Our 2024-2025 Hourly Appointment form On-Campus Student Employment has a new look. The information you need to complete on the form is still found in the same order as our older forms but now in a format that allows our office, Financial Aid, and Human Resources to access the information for processing.

## 🡺 Job Postings

Student jobs are posted by the employing departments in Handshake. To post a student job, contact Melanie Leonard at [mlleonard@ysu.edu](mailto:mlleonard@ysu.edu) (or x. 2979). She will email you an invite so you can create an account in Handshake and post jobs to our Youngstown State University On-Campus Student Employment site.

**2. NEW Employment Year**

The current student employment year at YSU will end on Saturday, May 4, 2024. The new student employment year begins on May 5, 2024, and will run through May 3, 2025.

# ***For Purposes of Student Employment Only***

**Summer Employment Term – May 5 to August 10, 2024**

**Fall Employment Term – August 11 to December 14, 2024**

**Spring Employment Term – December 15, 2024, to May 3, 2025**

**3. Student Eligibility**

To be eligible to work, students must meet eligibility requirements set by the University. Requirements include YSU enrollment and minimum GPA criteria as well as eligibility to work in the United States as defined by the federal government. **Please DO NOT schedule a student to work after May 4th until you have confirmation from Student Employment / On-Campus Student Employment** that a specific student’s eligibility to work has been verified and a specific start date is set. ***The student will not be paid until the appointment has been fully processed and a start date is set, regardless of whether or not the student worked.***

**4. Continuous Employment – Keeping your current student workers**

Student Employment will notify all employing departments regarding their student workers who are currently on the payroll. The Continuing Student Employment spreadsheet you receive will indicate which students are Work Study eligible for the 2024-2025 academic year. (Students must have completed their FAFSA for 2024-2025. For specific questions regarding Federal Work Study, please contact Brian Duchon in Financial Aid at bduchon@ysu.edu.)

Supervisors must complete and return the Continuous Employment spreadsheet **by April 19, 2024**, identifying which student employees they intend to keep on the payroll in the coming student employment year and which students will no longer work for them. (**PLEASE DO NOT CHANGE ANY OF THE INFORMATION ON THE SPREADSHEET**.) Each supervisor will mark *one of three columns* for each student on the spreadsheet as follows:

Column H: END IN MAY – Mark this column if your student’s current job will end on 5/4/24

Column I: CONTINUE IN SUMMER – Mark this column if your student will work their current job during the summer (this job will continue into the fall and spring semesters unless changed at a later date)

Column J: RETURN IN FALL – Only mark this column if your student will not work in summer but will return to work in their current job in the fall (anytime after 8/11/24)

**Unless a student is Work Study eligible (see next paragraph) or you are changing a student’s job for the new school year**, no additional paperwork beyond the Continuous Employment Spreadsheet will be required. You should return the spreadsheet even if none of your students will continue to work for you in the new school year.

For student employees eligible for Work Study funding, the hiring department must complete a fillable, electronic Hourly Appointment form for the new funding year. After filling out Sections 1 and II, you can use the new Save and Submit button at the bottom of the form - see instructions on the form. (You may not want to use this method if you are completing multiple forms.) PLEASE USE ONLY YSU EMAIL ADDRESSES to send and receive YSU employment documents. Student Employment will coordinate all Work Study appointments with the office of Financial Aid to lock in Work Study funding for the coming year.

**5. Additional Information**

***Start Dates*** ► It is important that student employees not begin work until the entire appointment process has been completed. **Do not schedule a student for work until a new Approved Start Date has been assigned by Student Employment.** ***The student will not be paid until the appointment has been fully processed and a start date is set, regardless of whether or not the student worked.***

**Work Study Transfers** ► If your student worker is on a Federal Work Study appointment, the appointment will be transferred to your department’s FOAP (pending email confirmation) when the WS funding is exhausted. No new paperwork needs to be completed, provided you respond to our email in a timely fashion.

**Schedules** ► Student workers may not be scheduled to work during times they are scheduled to be in classes.

**Hours Per Week** ► Students who are citizens or permanent residents of the U.S. may work up to 25 hours per week throughout the year. International students are limited to 20 hours per week during the Fall and Spring academic semesters; they may work up to 25 hours a week during breaks and over the summer.

**Multiple Jobs** ► A student may have up to three (3) jobs at the same time, although they may not work for more than 25 hours per week total (or 20 hours for International students while classes are in session) from all jobs combined.

**Ending an Appointment** ► When a student worker stops working for you for any reason, including graduation, please inform the Student Employment office ASAP.

**Timesheets** ► For issues related to timesheets, please contact Payroll at payroll@ysu.edu.