

★ Student Employment at  
Ohio Wesleyan University

# ★ Searching for a job?

View all available positions  
on the Handshake Portal

or go to:

[StudentEmployment.owu.edu](http://StudentEmployment.owu.edu)

✦ Searching for a job?

Read the OWU Daily e-mail

# ✦ Searching for a job?

Connect with friends,  
classmates & professors -  
Ask about potential job  
openings

# ★ Searching for a job?

Do not sit back and wait for  
a job to be offered!!!

Get out and search for a job!

# ★ New Hire Paperwork

You are required to complete paperwork *BEFORE* you start working on campus!

# ★ New Hire Paperwork

## Federal & Ohio w-4 Forms

These forms will determine how taxes are withheld from the paycheck

# ★ New Hire Paperwork

## USCIS 19

This form proves eligibility to work in the US. Original forms of identification are required.



# ★ New Hire Paperwork

## USCIS 19

Required Identification (USA citizens):

Valid US passport

OR

OWU School ID AND original

Social Security card or Birth Certificate

## ★ New Hire Paperwork

Students will also sign a confidentiality agreement & drug-free workplace policy.

# ★ New Hire Paperwork

## Direct Deposit Form

Students will be paid via  
**direct deposit ... unless they opt to**  
apply their wages to their OWU  
tuition.

# ★ New Hire Paperwork

## Direct Deposit Form

Please bring banking information showing Routing Number & Account Number

# ★ New Hire Paperwork

Students cannot work until all paperwork is submitted.

**It is the student's**  
responsibility to submit  
paperwork.

# ★ Questions?

Will Ohio Wesleyan assign jobs to students?

No. Students are responsible for finding and applying for jobs. On-campus employment is not guaranteed.

# ★ Questions?

Can a student work without completing paperwork?

**No. Students must complete all required paperwork prior to working on campus.**

**Even if job is just one day!**

# ★ Questions?

How do students record work hours?

Students are required to use the ADP Portal to record their work hours.



## ★ Questions?

What is the hourly wage for students?

The majority of positions pay Ohio minimum wage of \$8.80 / hour.

# ★ Questions?

How often are students paid?

Students are paid bi-weekly on  
Fridays.

# ★ Questions?

Can students work at more than 1 job?

Yes, students are able to hold up to 2 positions on-campus.

# ★ Questions?

How many hours can a student work each week?

Students are allowed to work up to 20 hours each week. Most positions are for less than 10 hours each week.

# ★ Questions?

Student Employment Office

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