Student Employment at Ohio Wesleyan University
Searching for a job?

View all available positions on the Handshake Portal or go to:
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
Do not sit back and wait for a job to be offered!!!
Get out and search for a job!
You are required to complete paperwork \textit{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.
This form proves eligibility to work in the US. Original forms of identification are required.
USCIS I9

Required Identification (USA citizens):
Valid US passport
OR
OWU School ID AND original Social Security card or Birth Certificate
Students will also sign a confidentiality agreement & drug-free workplace policy.
Direct Deposit Form

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

Please bring banking information showing Routing Number & Account Number
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.
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!
How do students record work hours?

Students are required to use the ADP Portal to record their work hours.
What is the hourly wage for students?

The majority of positions pay Ohio minimum wage of $8.80 / hour.
How often are students paid?

Students are paid bi-weekly on Fridays.
Can students work at more than 1 job?

Yes, students are able to hold up to 2 positions on-campus.
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
University Hall 003
740-368-3370
StudentEmployment@owu.edu