

★ **Student Employment at
Ohio Wesleyan University**

★ Searching for a job?

View all available positions on
the Handshake Portal

or go to:

[OWU.edu/StudentEmployment](https://owu.edu/StudentEmployment)

✦ Searching for a job?

Attend the
On-Campus Job Fair
8/24 & 8/28
11am - 1 pm
HWCC & Zook Nook

★ 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 must be paid via direct deposit unless they opt to apply their wages to their OWU tuition.
(No paper paychecks are issued)

★ 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 to the HR Office. 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 the Ohio minimum wage of \$10.10 / 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?

What is the hourly wage for students?

The majority of positions pay Ohio minimum wage of \$8.30 / hour.

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Student Employment Office

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StudentEmployment@owu.edu