

Dear Student Employment Supervisor-

Greetings once again from the Career Services Center. We hope all is well with you and your student employee/s. With the fall semester almost here, we would like to remind you of the following:

1 - In order to avoid delays with timecards and paychecks, please remember that a student employee's Student Appointment Form (SAF) must be returned to the Career Services Center prior to the first day of their employment. All SAF's are processed based on the date of their receipt in the Career Services Center. Additionally, it is important NOT to take possession of a student's SAF unless they have been hired by your department.

2 - Help us serve your student employee/s quickly and efficiently by reminding them to bring appropriate identification and documentation with them when they visit our office. All student employees (new and returning) must present a photo ID (license or Kent State flashcard) and new student employees must bring documentation that verifies their eligibility to work (most often an original social security card or certified copy of a birth certificate).

For more information, visit http://dept.kent.edu/career/emp_book/documents.shtml

3 - Account Numbers and Position Control Numbers need to be clearly marked on the Student Appointment Form and must be accurate and appropriate to the type of assignment (University Funded vs. Federal Work Study). Questions regarding Position Control Numbers can be directed to the appropriate person in your division (for more information, see http://dept.kent.edu/career/emp_book/pos_numbers.shtml).

4 - Remember SE 101 - our online, interactive training tool - provides your student employees with an excellent way to learn all about student employment at Kent State and can be a great addition your existing student employee training. Find it at <http://dept.kent.edu/career/SE101/index.html>

If you have any questions or require assistance, please feel free to contact the student employment staff at 2-2360. We will continue to be in touch with you throughout the academic year with helpful student employment information, workshop announcements, and updates. If you no longer supervise student employees, please contact me to be removed from this mailing list.

Sincerely-

Julie

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