

## Student Appointment Information Business Operations

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Employee ID Number: \_\_\_\_\_ OSU Email Address: \_\_\_\_\_

Hire Date: \_\_\_\_\_

**Title:**

Student Assistant  
Student Assistant – Non OSU  
Student Associate  
Other \_\_\_\_\_

Hourly Rate of Pay: \_\_\_\_\_

**Chartfield Information:**

Organization: \_\_\_\_\_

Fund: \_\_\_\_\_

Department: \_\_\_\_\_ Unit: \_\_\_\_\_

Supervisor Approving Timecard: \_\_\_\_\_  
(Please Print)

**Miscellaneous Information:**

Position Requires Operation of University Vehicle:      € Yes      € No

Position Requires CDL:      € Yes      € No

Signature of Hiring Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

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Supervisor Instructions:

Contact human resource representative (Leah Hall or Teri Goldammer) to schedule student appointment. Required documentation for this appointment includes:

- **Student Appointment Information form**
  - **Valid driver's license**
- **Social security card or other employment eligibility documents**