



April 26, 2021

The Heidelberg Community is excited to see you on campus in just a few short months!

All students are eligible for [student employment](#) on our campus. You do not need to have federal work-study (though priority is given to work-study eligible students) available through your financial aid package, but must be enrolled in classes to qualify for student employment. Many offices on campus hire student employees for between 5-10 hours of employment per week and may hold more than one job on campus, up to a maximum of 20 hours per week in all jobs combined.

All student jobs pay minimum wage of \$8.80 per hour. A complete set of payroll forms must be on file with the Business Office PRIOR to any work beginning. The required forms can be found by [clicking here](#) and are listed below:

- **USCIS I-9 and supporting documentation:** The supporting documents are listed on page three of the form. Please note, students must present the original document(s)!
- **Federal Withholding Form**
- **Ohio Tax Withholding Certificate**
- **Direct Deposit Application**
- **Student Payroll Authorization**

Students are welcome to print and bring these forms with them for orientation! Please contact the Business Office at 419-449-2000 or the Office of Human Resources at 419-448-2181 with any questions. We are happy to assist!

In Berg Pride,

Business Office  
Heidelberg University  
419-448-2000