



April 22, 2019

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 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.

There will be a campus wide job fair for students during Welcome Week on Wednesday, August 28th and job opportunities are advertised via email announcement throughout the academic year.

All student jobs pay minimum wage of \$8.55 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 419-448-2000 or the Office of Human Resources at 419-448-2181 with any questions. We are happy to assist!

Campus Contact List

Office of Admission:	419-448-2330	Admission Counselor & General Questions
Owen Center:	419-448-2301	Academic Advisor & Scheduling
Orientation:	419-448-2207	Orientation, Welcome Week & HYPE
Financial Aid:	419-448-2293	FAFSA, Scholarship & Loans
Business Office:	419-448-2000	Billing & Payment Plans
Registrar:	419-448-2090	Transcripts & AP Score Submission
Residence Life:	419-448-2058	Housing
Health Center	419-448-2041	Health Forms