



THE OHIO STATE UNIVERSITY

Pre-Boarding Orientation

Student Employees



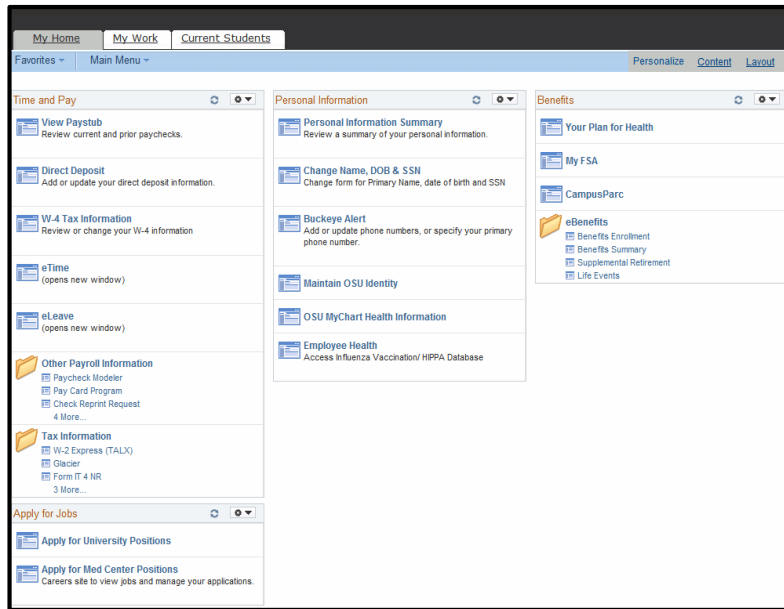
Agenda

- **Employee Self Service** – eProfile.osu.edu
- **Pay Schedule** – busfin.osu.edu/buy-schedule-travel/payroll/paydate-schedule
- **Timekeeping** – eTimesheet.osu.edu
- **Student Employee Health Benefits** – shi.osu.edu
- **Student Employee Retirement** – hr.osu.edu/benefits/student-employee
- **University Policies** – hr.osu.edu/policies-forms
- **Student Advocacy Center** – advocacy.osu.edu
- **Office of International Affairs (OIA)** – oia.osu.edu
- **Glacier Tax** – www.online-tax.net
- **Social Security Number (SSN)** – oia.osu.edu/important-information/int-scholars-takes-and-social-security/social-security-number.html



Employee Self Services (ESS)

eProfile.osu.edu



eProfile – online secured portal for accessing important employee data, such as paychecks and benefits enrollment

■ Main components

- Maintain Personal Data
- Direct Deposit
- W4 Taxing information
- View Paystub
- W2 Express
- eBenefits (for benefits eligible positions)
- eTimesheet
- Training - BuckeyeLearn

Access ESS one day after effective start date



ESS – Personal Information

Direct Deposit Instructions

Employee has ability to update:

- Home Address
 - Phone Numbers
 - Emergency Contact Information
- **Service Center** will update Business Address, if address is incorrect contact your department HR professional



[Personal Information Summary](#)

[Review a summary of your personal information.](#)



ESS – Direct Deposit

Direct Deposit Instructions

- University's preferred method for paying employees
- **Set up or change direct deposit accounts**
- Establish one account or spread pay over multiple accounts by dollar amount or percent of pay
- **Access to Direct Deposit is one day after your effective start date of your appointment**
- Rehires, need to re-establish direct deposit if break in service is greater than 60 days.
- busfin.osu.edu/buy-schedule-travel/payroll-services/direct-deposit



Direct Deposit

Add or update your direct deposit information.



ESS – W4 Tax Info

TaxOffice@osu.edu

- All employees are required to complete a W-4 when hired. Ability to make changes due to life events (i.e. marriage, divorce, birth of child)
- Submit or change your W4 tax withholding for federal and state tax as well as local and school district
- Withholdings is the amount of taxes taken from paycheck
- Foreign Nationals (i.e. nonresident alien) will use a web-based program called Glacier
- busfin.osu.edu/buy-schedule-travel/payroll-services/tax-information



W-4 Tax Information

Review or change your W-4 information



Pay Schedule

Payroll Services

BIWEEKLY SCHEDULE

Pay Period	Begins	Ends	Payday
1	12/09/18	12/22/18	01/04/19
2	12/23/18	01/05/19	01/18/19
3	01/06/19	01/19/19	02/01/19
4	01/20/19	02/02/19	02/15/19
5	02/03/19	02/16/19	03/01/19
6	02/17/19	03/02/19	03/15/19
7	03/03/19	03/16/19	03/29/19
8	03/17/19	03/30/19	04/12/19
9	03/31/19	04/13/19	04/26/19
10	04/14/19	04/27/19	05/10/19
11	04/28/19	05/11/19	05/24/19
12	05/12/19	05/25/19	06/07/19
13	05/26/19	06/08/19	06/21/19
14	06/09/19	06/22/19	07/05/19
15	06/23/19	07/06/19	07/19/19
16	07/07/19	07/20/19	08/02/19
17	07/21/19	08/03/19	08/16/19
18	08/04/19	08/17/19	08/30/19
19	08/18/19	08/31/19	09/13/19
20	09/01/19	09/14/19	09/27/19
21	09/15/19	09/28/19	10/11/19
22	09/29/19	10/12/19	10/25/19
23	10/13/19	10/26/19	11/08/19
24	10/27/19	11/09/19	11/22/19
25	11/10/19	11/23/19	12/06/19
26	11/24/19	12/07/19	12/20/19

MONTHLY SCHEDULE

Pay Period	Begins	Ends	Payday
1	01/01/19	01/31/19	01/31/19
2	02/01/19	02/28/19	02/28/19
3	03/01/19	03/31/19	03/29/19
4	04/01/19	04/30/19	04/30/19
5	05/01/19	05/31/19	05/31/19
6	06/01/19	06/30/19	06/28/19
7	07/01/19	07/31/19	07/31/19
8	08/01/19	08/31/19	08/30/19
9	09/01/19	09/30/19	09/30/19
10	10/01/19	10/31/19	10/31/19
11	11/01/19	11/30/19	11/29/19
12	12/01/19	12/31/19	12/31/19

Biweekly Pay Schedule

- Student Assistant
- Student Associate
- Paid hourly
- Submit timesheets

Monthly Pay Schedule

- Graduate Student (GAA, GRA, GTA)
- Fellows
- Trainees
- Paid monthly



Timekeeping – Biweekly

eTimesheet.osu.edu

Date	In	Out	In/Out Hours	Lunch	Daily Total	Regular
Sun-08/25/2019	<input type="text" value="Edit"/>	<input type="text" value="Edit"/>	0.00	.5 ▼	0.00	
Mon-08/26/2019	6:59 AM <input type="text" value="Edit"/>	3:29 PM <input type="text" value="Edit"/>	8.50	.5 ▼	8.00	8.00
Tue-08/27/2019	7:01 AM <input type="text" value="Edit"/>	3:29 PM <input type="text" value="Edit"/>	8.50	.5 ▼	8.00	8.00
Wed-08/28/2019	<input type="text" value="Edit"/>	<input type="text" value="Edit"/>	0.00	.5 ▼	0.00	
Thu-08/29/2019	<input type="text" value="Edit"/>	<input type="text" value="Edit"/>	0.00	.5 ▼	0.00	
Fri-08/30/2019	<input type="text" value="Edit"/>	<input type="text" value="Edit"/>	0.00	.5 ▼	0.00	
Sat-08/31/2019	<input type="text" value="Edit"/>	<input type="text" value="Edit"/>	0.00	.5 ▼	0.00	
Total					16.00	16.00

Timekeeping Process:

- Record hours
- Submit eTimesheet electronically for supervisor review/approval
- Deadline to submit timesheets for approval is 9am Monday.



Student Employment Health Benefits

shi.osu.edu

HEALTH COVERAGE CHOICES:

All student employees are required to have health insurance. As a graduate associate, you have several options for coverage:

- Student health insurance
- The Ohio State University Faculty and Staff Health Plan
- A source outside of the university

International students are required to be enrolled in student health insurance. Ask the Student Health Insurance office about possible exceptions.

The infographic is divided into three columns. The first column, titled 'I want the student health insurance.' with a graduation cap icon, states that you are automatically enrolled in the Comprehensive Student Health Insurance and provides the link buckeyelink.osu.edu for dependent coverage. The second column, titled 'I want the employee health insurance offered to faculty and staff.' with a briefcase icon, instructs to complete the Health Election Form at go.osu.edu/health-election-form within 31 days, opt out of student health insurance at buckeyelink.osu.edu, complete a biometric screening at yp4h.osu.edu, and submit the Personal Health Assessment at yp4h.osu.edu. The third column, titled 'I have health insurance from another source, such as a parent or another employer.' with a red X icon, states that you must opt out of student health insurance at buckeyelink.osu.edu.

MEDICAL – GAA, GRA, or GTA Only

- Eligible to participate:
 - Student Health Insurance – automatically enrolled
 - Ohio State Faculty and Staff Health Plan – must be done within 31 days from your hire date and must opt out of student health insurance
 - Other health plan outside of OSU – must opt out of student health insurance

Office of Human Resources – 614-292-1050 or hr@osu.edu or hr.osu.edu
Student Health Insurance – 614-688-7979 or shi_info@osu.edu or shi.osu.edu



Student Employee Retirement

hr.osu.edu/benefits/student-employee/

Student Category	Credit Hr Min
Undergraduate student	6 credit hours
GAA, GRA or GTA students	4 credit hours
Post-candidacy doctoral students	2 credit hours

- **Student Retirement FAQs-**
hr.osu.edu/benefits/student-employee/faqs/

Student employees who meet **minimum credit hour criteria** have a choice about retirement options:

- Making contributions and earning service credit; or
- Opting out of participation in retirement



Student Employee Retirement

hr.osu.edu/benefits/student-employee/

YOUR DECISION

As a student employee, you have an immediate decision to make¹.

Employees of The Ohio State University do not pay into Social Security. Instead, you participate in a retirement program through Ohio Public Employees Retirement System (OPERS), unless you are eligible to and request to opt out of participation by completing the OPERS *Request for Optional Exemption as a Student* form. This is an **irrevocable** decision for the entire period that you are continuously employed and working as an eligible student employee at Ohio State. Your decision must be made no later than **30 days** after your hire date. You should carefully consider your options and take the necessary action outlined in this document.

When considering your decision to opt out of participation, you should review the plan options through OPERS and consider your long-term financial goals. OPERS offers three retirement plan options for participants to choose from:

- Traditional Pension Plan
- Member-Directed Plan
- Combined Plan

Learn more at opers.org.

¹ Newly hired or newly eligible Ohio State student

Factors you should know:

- Your decision to opt out of retirement must be made within **30 days** of your hire date. It is an irrevocable decision while you are continuously employed at Ohio State. Carefully review your OPERS options. You must have a 12-month break in service with Ohio State to make a new retirement election.
- If you opt for exemption, you must continue to be enrolled in the minimum number of credit hours (see sidebar). **All instructional and general fees must be paid on time.** If at any time, you do not meet the enrollment criteria, OPERS contributions will be withheld from your pay. If you later meet the enrollment criteria again, you will automatically be returned to an exempt status from OPERS contributions. You may apply for a refund of the contributions that are withheld after you terminate from all public employment (visit opers.org).
- It is important that you understand the consequences of your exemption decision. Currently, the retirement systems offer the opportunity to purchase exempted service credit at a later time. You should be aware that this purchase could be quite costly. Consult a financial or personal advisor for guidance.



Student Employee Retirement

hr.osu.edu/benefits/student-employee

If you want to participate in OPERS:

- ☒ Contributions will automatically be deducted from your pay and sent to OPERS. Do not complete the exemption form.
- ☒ You will be mailed a packet from OPERS describing its three plan options, or go to opers.org to learn more. Complete the OPERS retirement election form within 180 days from your hire date to select from plan options.

If you DO NOT want to participate in the OPERS retirement plan:

- ☒ Complete the OPERS *Request for Optional Exemption as a Student* form; sign and return it to the Office of Human Resources within **30 days** of your hire date. Exemption forms received after 30 days of hire/eligibility will not be accepted.
- ☒ Rehired or transferred student employees with less than a 12-month break in service with Ohio State are not eligible to complete an OPERS *Request for Optional Exemption as a Student* form. You must have a 12-month break from employment with Ohio State before a new election may be chosen.

Note: This does not apply if your previous position was not eligible for exemption, such as fellowships or trainees.

Note: Your correctly completed exemption form must be received by the payroll cutoff date in order to ensure a retirement deduction is not taken from your check. If the payroll cutoff date is missed, a contribution will be withheld. This deduction will be refunded to you if all exemption criteria are met. See the OPERS Exemption Submission Deadline Schedule to know when your exemption form will take effect.



Student Employee Retirement

hr.osu.edu/benefits/student-employee/

Opting Out of OPERS Retirement:

- Complete “OPERS Request for Optional Exemption as a Student” form, found in your OSU DocuSign hiring documentation.
- Sign printed exemption form
- Return completed form to Office of Human Resources within **30 days of your hire date**:

Office of Human Resources
Customer Service Center
1590 North High Street, Suite 300
Columbus, OH 43201

Forms received after the 30th day will be rejected



University Policies

hr.osu.edu/policies-forms

Ohio State University-Wide Policies and Rules

- Affirmative Action, Equal Employment Opportunity & Non-Discrimination/Harassment
- Nepotism
- Conflict of Interest and Work Outside the University
- Whistleblower Policy
- Activities and Programs with Minor Participants

Graduate School gradsch.osu.edu

Student Employment Policy 10.10

hr.osu.edu/public/documents/policy/policy1010.pdf



Health and Safety Policies

hr.osu.edu/policies-forms

There is a deep commitment to promote a climate of opportunity, equality and respect. The university recognizes the need to provide an environment that is safe and secure as well as enhances general health of its faculty, staff, students, and visitors. Familiarize yourself with the following policies to continue to partner in promoting respectful and productive relationships at Ohio State.

Ohio State University-Wide Policies and Rules:

- Drug-Free Workplace
- Sexual Misconduct
- Tobacco Free
- Workplace Violence

Policy violations may lead to corrective action, up to and including termination from the University.

For policy interpretation and/or assistance, contact:
Employee and Labor Relations, 614-292-2800 or hr-elr@osu.edu



Student Advocacy Center

advocacy.osu.edu

The Student Advocacy Center is committed to helping students navigate Ohio State's structure and to resolving issues that they encounter at the university. Our purpose is to empower students to overcome obstacles to their growth both inside and outside the classroom. We encourage students to maximize their educational experience and prepare them for involvement in the larger community and for life beyond college.

Student Advocacy Center

001 Drackett Tower

191 W. Lane Ave

614-292-1111

advocacy@osu.edu



Welcome to Ohio State Employment

Questions?

HR Connection

300 Gateway Bldg C
1590 N High Street
614-292-1050



International Student Employees

oia.osu.edu

Check in with the Office of International Affairs (OIA)

- Orientation can be scheduled online at oia.osu.edu/getting-started/info-sesions.html or you can call 614-292-6101.

Office of International Affairs

140 Enarson Classroom Bldg

2009 Millikin Road

614-292-6101

oia@osu.edu



Glacier Tax Process

www.online-tax.net

Complete online GLACIER Tax Process:

- Glacier is a web-based computer program that provides a "beginning to end" tax compliance solution. Once the university determines that you are a nonresident alien, you will receive an email to your osu.edu email address directing you to the Glacier website (www.online-tax.net) with a password for entry. After asking a few simple questions, the Glacier program will guide you through the tax filing process. Glacier does the following:
 - Makes tax residency, withholding and income tax treaty determinations
 - Manages all paperwork
 - Maintains data
 - Provides you with next steps
 - Files appropriate reporting statements with the IRS
- If you are a nonresident alien and you have not received Glacier information, please contact the Tax Office at taxoffice@osu.edu.



Social Security Number (SSN)

Complete online GLACIER Tax Process:

- Information about how to obtain a permanent social security number is available online at the Office of International Affairs:
oia.osu.edu/important-information/int-scholars-takes-and-social-security/social-security-number.html
- Additional information regarding Social Security Numbers/Cards:
www.ssa.gov/pubs/EN-OF-10002.pdf