The transition of university student jobs to the OSU Jobs Online Recruiting System is scheduled to be completed by December 31, 2014. This transition will benefit students by providing them one location to access/search all university student jobs and allows OSU to comply with Federal regulations under the New Vietnam Era Veterans Readjustment Assistance Act (VEVRAA) as recently amended.

What does this mean for you?
- Beginning December 15, 2014 all requests for new student jobs should be forwarded to your HSBC HR team to be posted in the OSU Jobs Online Recruiting System. This includes both Federal Work-Study and Non Federal Work-Study positions.
- To meet the Federal regulations under VEVRAA, all student jobs must be posted in the OSU Jobs Online Recruitment System for a minimum of three (3) working days.

How do HSBC customers post a student job in the OSU Jobs Online Recruiting System?
- Complete the Student Posting Request Form located under Faculty/Staff Resources > Forms on the HSBC website: http://oregonstate.edu/dept/fa/bc/healthsciences/resources.
- Email the completed form to HSBC.HR@oregonstate.edu.

I already know who I want to hire. Do I still have to post my student position in the OSU Jobs Online Recruiting System?
Yes. All student positions are required to be posted to the OSU Jobs Online Recruiting System. Public posting of student job vacancies ensures broader access to a wider range of potential applicants and is in line with the University’s policy on nondiscrimination and equal opportunity.

Now that I’ve identified a student worker from my posting, how do I hire him/her?
- Complete the Student Hiring Form located under Faculty/Staff Resources > Forms on the HSBC website: http://oregonstate.edu/dept/fa/bc/healthsciences/resources.
- Email the completed form to HSBC.HR@oregonstate.edu.
- Contact Gina Morford at Gina.Morford@oregonstate.edu, 7-7119 to set up an appointment for the student to complete the necessary hiring paperwork.

I have a student worker that I would like to reappoint after a period of absence. Do I have to post a new job?
Not necessarily. Contact HSBC HR to discuss options and requirements.

For additional information on student employment at OSU including the Student Employment Manual, FAQs, quick reference guide, and other resources, visit the Office of Human Resources’ Student Employment Program webpage.

If you have questions about your student positions, postings or the process, please contact your HSBC HR team.
**Can I Sign This?**

When you come across documents that ask for your signature it is important that you consider whether your position has been delegated authority to sign on behalf of the University. Contracts, agreements, and other documents from outside vendors and non-OSU entities often require a signature that commits OSU to their terms and conditions. These should be sent to the HSBC for review and possible action from OSU Procurement and Contract Services (PaCS). This is necessary for any agreement originating outside OSU.

While procurement contracts represent the greatest number of agreements you will see, you should also be aware of these other types and who can sign these:

<table>
<thead>
<tr>
<th>Type of Document</th>
<th>Purpose</th>
<th>Internal Parties</th>
<th>External Parties</th>
<th>Individuals who can sign</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interdepartmental Agreements</td>
<td>To document agreements between OSU departments</td>
<td>Internal- OSU Departments</td>
<td>Not Applicable</td>
<td>Authorized Department Representatives</td>
</tr>
<tr>
<td>Interagency Agreements</td>
<td>To formalize agreements between State of Oregon entities</td>
<td>OSU Department</td>
<td>State of Oregon Agency</td>
<td>Procurement and Contracts Office</td>
</tr>
<tr>
<td>Intergovernmental Agreements</td>
<td>To be used when Interagency Agreements do not apply</td>
<td>OSU Department</td>
<td>State of Oregon or other government agencies</td>
<td>Procurement and Contracts Office</td>
</tr>
<tr>
<td>Memorandums of Understanding: Internal Departments</td>
<td>To document agreements between OSU departments</td>
<td>OSU Department</td>
<td>Not Applicable</td>
<td>Authorized Department Representatives</td>
</tr>
<tr>
<td>Memorandums of Understanding: External entities</td>
<td>To formalize understandings between OSU and external entities</td>
<td>OSU Department</td>
<td>Outside Entities</td>
<td>Procurement and Contracts Office</td>
</tr>
</tbody>
</table>

If in doubt, contact the HSBC to review your options.

**December 26th Closure**

In an effort to balance an anticipated significantly reduced workforce and the large expense of maintaining full operations, the university will close its Corvallis and OSU-Cascades campuses on Friday, December 26, and reopen on Monday, December 29. All employees will be required to take appropriate leave on December 26.

**Payday - December 31st**

December 31st is payday. Despite it being almost the New Year’s holiday, the university is open that day and paychecks must be readily available to employees. For those paychecks that are delivered to departments, someone needs to be present in the office to receive and hand out checks. If your office will be closed and you have made arrangements with another unit to manage paycheck distribution, please communicate to employees ahead of time where they should go to pick up paychecks.

**New Student Pay Rates**

The Oregon minimum wage will increase to $9.25/hour (1.65%) effective January 1, 2015. Student pay rates below the new minimum will be automatically adjusted to reflect this change. If you wish to provide additional pay increases to other student workers not impacted by the minimum wage change, contact Gina Morford, gina.morford@oregonstate.edu. Student job categories and rates effective January 1, 2015 are posted on the OHR website at http://hr.oregonstate.edu/sites/hr.oregonstate.edu/files/ercc/comp-plan/studentpayrates.pdf.