OLD DOMINION UNIVERSITY – UNDERGRADUATE STUDENT EMPLOYMENT DATA FORM FOR NEW HIRES/STIPENDS (E-1SU)   *Undergrad E-1SU Revised 6/6/2024*

Submit this form with original signatures. Keep a copy for your records. Submit only page 1 – page 2 is for departmental information only.

A student is not authorized to begin working until the E-1SU form has been completed, approved and processed by E-1S Processing.

Check Distribution Org (for check delivery): _____

Contact Person: _____ UIN: _____ Ext: _____
Approver: _____ UIN: _____ Position #: _____

Section I - Department/Position Information - Complete for each transaction

Department: _____
Organization/Department Name

Banner Position #: _____ _____   Budget Code: _____
(prefix)

✓Check one – be sure to use the correct position prefix.

PREFIX	SUB-OBJECT	TITLE
☐ RS	4025	Student Hourly or Stipend student
☐ WS	4028	Work Study Student
☐ VS	4029	Community Service Work Study

Section II - Student Data -Complete ID Information For Each Transaction

New Student Hire Only - I-9 Start Date _____

UIN#: _____ _____ _____ _____ _____ _____ _____ _____

NAME: _____
      Last   *First*   *Middle Initial*

Complete residency status for original appointment and when changes occur.

Residency Status:
☐ Citizen (C)   ☐ Permanent Resident (P)   ☐ Non-Immigrant (N)

Section III - Financial Support Data – Complete for original appointment only.

Work Study Only: Award Period: Fall ☐ Spring ☐ Summer ☐
Employment Period:
Start Date: _____   End Date: _____

Students may work up to 20 hours per week unless prior approval is obtained.

For hourly students subject to Web Time Entry only:

Hours per week: _____ Rate: _____ *(see wage scale on page 2)*

For Stipend Students only: Stipend Amount: $_____

ROUTING INFORMATION
Send this form with ORIGINAL/ELECTRONIC signatures – keep a copy for your files.

Section IV – Change Data – COMPLETE FOR STIPEND STUDENTS ONLY. DO NOT complete this section if terminating a stipend student - complete Section V. Use the EPAF process for changes for student hourly employees subject to Web Time Entry.

☐ Stipend Increase/Decrease: Present Stipend: _____ New Stipend: _____

☐ Change in end date: Present End Date: _____ New End Date: _____

Section V – Termination Data – COMPLETE FOR STIPEND STUDENTS ONLY. Use the EPAF process for termination of student hourly employees subject to Web Time Entry.

Termination Code *(see page 2 for codes)*: _____ Termination Date: _____
Comments: _____
Authorized Amount: _____ - Amount Expended: _____ = Recouped Amount: _____

Section VI - Budget Authorization – complete for ALL transactions.

My signature certifies sufficient funds are available to cover all charges incurred by employing this student. It also certifies my department will ensure all required student hiring documents are completed prior to the student's first day of work and the student is enrolled for the required number of credit hours at Old Dominion University.

Name (Please Print): _____

Department/Budget Unit Head

Signature _____ Date _____

*** E-1S PROCESSING USE ONLY – DO NOT WRITE BELOW THIS LINE! ***

Employed by Other Department	
Position #	**Budget Code**

Work Study: _____   ☐ Child Support Disclosure   ☐ Drug & Alcohol
Enrollment: _____   ☐ W-4 Form   ☐ VA-4 Form
I-9: _____   ☐ Selective Serv. Comp.   ☐ Policy 1.75, Receipt
I-9 Exp.: _____   ☐ Copy of SS Card   ☐ Direct Deposit Form
Banner Keyed By: _____ ☐ Dual Employment (Conf. of Int.) ☐ Elected Official Disclosure
Date: _____

GENERAL INFORMATION – The E-1SU is divided into six (6) sections. The purpose for completing each section is outlined below. Failure to correctly complete any section of the form or to include any required documentation will result in the E-1SU being returned to your department. Until we receive the corrected paperwork, the student will not be authorized to work, and no payroll record can be created. This form is used to hire new student hourly employees and for all pay actions associated with stipend students.

SECTION I - Department/Position Information
This section must be correctly completed in its entirety for each transaction.

SECTION II - Student Data
The ID information must be completed for each transaction. The Residence Status is completed when the student hourly or stipend student is hired.

SECTION III - Financial Support Data
This section is completed at the time of the original appointment only. Original appointment can be either the first time a student is hired (student hourly or stipend) OR the beginning of each fiscal year for students who have been employed at the University (stipend students only).

Old Dominion University Student Employment Wage Scale Effective January 1, 2025		
For assistance in determining an appropriate category, contact E-1S Processing. The examples shown are not a complete list for each group.		
	Group I	**Group II**	**Group III**
Starting Skill Level	Minimal Skills	Moderate Skills	Advanced Skills
Typical educational level might be:	First year students	2nd-3rd year students, Students with 12-15 credits in the field of employment or some work experience.	Seniors and graduate students, students with prior work experience, students with certification or specialized training.
Minimum start pay	$12.41/hour	$14.17/hour	$16.84/hour
Pay Range	$12.41 - $14.16/hr	$14.17 - $16.83/hr	$16.84 - $27.18/hr
Typical jobs	Grounds work, filing, photocopying, answering phones, assisting with mail, athletic room monitor, mailroom assistant, food services, cashier, ticket taker, usher, student escort, receptionist, computer lab worker.	Secretary, data entry, computer technician, assistant, recreation leader, life guard, aerobics instructor, teacher's aide, database or spreadsheet manager, computer lab worker, peer advisor, lab mechanic assistant, information desk worker, test grader, audiovisual tech, research assistant, production assistant, water safety	Graphic artist, photographer, LAN administrator trainee, experienced tutor, audio visual specialist, public relations assistant, training specialist, LPN, dental technician, programmer telecommunications specialist, athletic professional, senior research specialist, computer engineer, translator, interpreter.
Managers have the discretion to determine the starting pay rate, and to increase the rate of pay for students who remain employed in the unit on an on-going basis to acknowledge the increased skill, reliability and contribution to the work unit.		

SECTION IV - Change Data
THIS SECTION USED FOR STIPEND STUDENTS ONLY. Changes to student hourly employee pay records are handled using the EPAF process. The pay amount and the sub-account for student employees cannot be changed during a pay period (this only applies to changes within one budget code). DO NOT COMPLETE THIS SECTION WHEN TERMINATING STIPEND STUDENTS (complete section V).

Complete this section for stipend students in the following instances:
1. Change in Authorized Stipend Amount
2. Change in end date

SECTION V - Termination Data
THIS SECTION USED FOR STIPEND STUDENTS ONLY. Changes to student hourly employee pay records are handled using the EPAF process. This section is used when a stipend student employee terminates employment with the department or is terminated by the employer. Completing this section can release unused funds back into your budget for your use.

When terminating a student hourly or graduate assistant, select a code from this list and enter it in Section V of the E-1SU.	
HO	Resign – home responsibilities
BJ	Resign – better job
DS	Resign – dissatisfied
IH	Resign – ill health
SC	Resign – school
RO	Resign – other
AP	Resign – abandonment of position
CA	Separated – completion of limited appointment
DD	Death
UN	Removed – unadapted for assignment. For student and hourly workers, a memo must be attached to the E-1SG termination stating the reason for termination. The memo must be signed by the immediate supervisor and the budget unit director.

SECTION VI – Budget Authorization
This section is completed for ALL transactions. By signing the document, the budget unit director certifies that the following requirements are met:

✓ Funds available/satisfied
✓ I-9 completed
✓ Copy of SS Card
✓ Child Support/Alcohol Drug form completed
✓ Policy 1.75 – Use of Electronic Communications and Social Media
✓ **(Certificate of Receipt)**
✓ Selective Service Compliance form completed
✓ Elected Official Disclosure Form
✓ Student is registered for required number of credit hours at ODU
✓ Direct Deposit Form
✓ Dual Employment Reporting Form
✓ W-4 Form
✓ VA-4 Form

QUICK REFERENCE E-1SU – STUDENT HOURLY EMPLOYEES *ORIGINAL APPOINTMENT ONLY*	
Transaction Type	Sections of E-1SU to Complete
Original Appointment	Sections I, II, III, VI
Any changes to student hourly employee pay records are handled via the EPAF process.	

QUICK REFERENCE E-1SU – STIPEND STUDENT EMPLOYEES	
Transaction Type	Sections of E-1SU to Complete
Original Appointment	Sections I, II, III, VI
Change Stipend Amount Change End Date	Sections I, II, IV, VI
Termination	Sections I, II, V, VI
All payroll changes for stipend students are handled with the paper E-1SU process.	