



Offer of Student Employment Form

(For Initial Employment on Campus)

Student Employee Information

Student Name: * Praveen Sai Kusuluri

KSU ID Number: * 811313329

Flashline Username * pkusulur

On behalf of Kent State University, I am pleased to notify you that you have been offered a part-time, on-campus position as a Student Employee. The details of your position include:

Hiring Department * University Culinary Services

Supervisor Name * Diane Johnson

Supervisor Flashline Username: * djohn212

Phone * (330) 672-2040

Hiring Representative
(If different from supervisor) Bradley J. Halverson

First Date of Employment * 08/11/2024
(Actual first day of work)

Rate of Pay * \$ 11.05

A specific outline of your duties and responsibilities, if not already given to you, is available from your immediate supervisor. As a student employee of Kent State University, a term and condition of your employment is that you comply with all federal and state laws, university policies and procedures, as well as the additional conditions as outlined in the Student Employment Certification Statement (<https://campusworks.kent.edu/printcertificate.aspx>).

My signature indicates that I accept this offer of employment:

...3434383334

Praveen Sai Kusuluri
Signature

07/24/2024
Date

Student status:

* International



Please review the Next Steps (page 2) outlining how to complete the hiring process. Again, congratulations on your employment and best wishes for continued success at Kent State University!

Justin J. Edwards, Ed.D. (he/him/his)
Executive Director, Career Exploration and Development

P.O. Box 5190 • Kent, Ohio 44242-0001 • 330-672-2360 • Fax 330-672-2057 • www.kent.edu

NEXT STEPS BEFORE YOU CAN BEGIN WORK:

1) Once the **Offer of Student Employment Form** is completed, Career Exploration and Development will send the employment paperwork to you via Adobe Acrobat Sign within 1-2 business days.

Once the electronic paperwork is completed, come to Career Exploration and Development (Schwartz 261) and bring [acceptable forms of I.D.](#) (i.e. a KSU FLASHcard or driver's license and an [original Social Security card](#) or certified copy of a birth certificate, photocopies not accepted) to complete the required ID verification for employment on campus.

2) **Log into CampusWorks** at <https://campusworks.kent.edu>, and **click Accept** to electronically sign the **Student Employment Certification Statement**.

3) Once you have completed employment paperwork, **notify your supervisor**. They will submit hiring information via CampusWorks, which will generate an official hiring form for you to accept.

4) When permission to work has been granted and your position has been activated, you will receive a **Confirmation of Employment email**. Permission to work is granted upon final confirmation of student enrollment, completion of paperwork, and other employment eligibility requirements.

5) **Direct Deposit** should be set up online after you have completed employment paperwork AND begun working. This can be done through **FlashLine** at: <https://login.kent.edu>. Look for your *Employee link*, then *Dashboard*.

6) While student employees of a public university are required to contribute to the [Ohio Public Employees Retirement System](#) (in lieu of a contribution to social security), students who meet the credit hour enrollment requirement (6 hours undergraduate or 4 hours graduate) may request to waive/exempt contributions to OPERS. To establish your OPERS status, OPERS will email and text message you on or after your start date. If the exemption is not completed with OPERS within **30 days** from your start date, you will remain enrolled into OPERS and will contribute 10% of your wages.

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Department Signature

Electronically signed by Bradley Halverson on 07/24/2024 2:19:49 PM