



OHIO
UNIVERSITY

**PACE Employer Agreement
2024-2025**

Financial Aid

Office of Student Financial
Aid and Scholarships
Chubb Hall 020
Athens, OH 45701-2979

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www.ohio.edu/financialaid

Congratulations on your PACE funding for the 2024-2025 academic year! As a recipient of PACE funding, you must agree to the following terms.

- I will be responsible for following the PACE timeline and will complete all required steps of the process online as presented.
- I will review resumes for all students who apply to my position and equitably select interview candidates.
- I will not rehire my current PACE student or use hiring methods other than those permitted by the Office of Student Financial Aid and Scholarships.
- I will NOT offer a position to a student other than through the PACE website and will not do so until **April 26, 2024**.
- I will ensure that my selected PACE student is hired into my position in the PACE online system.
- I will assist my student in completing all required Payroll forms via the HR website prior to the first day of his or her employment.
- I will add my student to WorkForce using my Planning Unit's ENT-ORG-ACTV-FNC. **Source will always be 100600 and Object will always be 706210.**
- I will monitor the number of hours my PACE student works and ensure that he or she does not work more than 300 hours or earn more than **\$3,300**. I understand earnings exceeding that amount will be transferred from my department's budget.
- I will not permit my PACE student to work more than 25 hours during the semester and 28 hours during periods of break, if applicable. These are university limits.
- I will ensure my PACE student only works within the academic year beginning **July 1, 2024** and ending **June 30, 2025**.

I understand that failure to comply with these conditions could result in revoked funding and participation in the PACE program.

Employer Signature

Date

Employer Printed Name

Proposal Number(s)

This form must be completed and sent to Melissa Van Meter via email to financial.aid.employment@ohio.edu by **April 28, 2023**.