December 1, 2016

Please review below the Engineering Research Business Services Monthly Newsletter.

- **Student Hours**: Students are limited to work up to 28 hours per week through December 16th. Once classes are officially on break, they may work up to 38 hours per week from December 17th through January 8th.

- **Staffing Changes**: If you have any students not returning the following semester, please communicate to your Fiscal Associate the students last day of employment. Other staffing changes should be communicated in a timely manner as well so that possible changes in phone lines, space, and computers can be assessed.

- **Student Cash Advances**: Did you know students are eligible for cash advances for any trips they are taking on behalf of OSU? A cash advance is defined as an advanced payment available to travelers when specific circumstances would cause undue financial hardship. If you are interested in obtaining a cash advance for your students, please contact your Fiscal Associate. If it is for per diem only, no receipts will be collected upon the traveler’s return. All other items associated with a cash advance must be documented with an itemized receipt.

- **Buckeye Wellness**: Mental health includes our emotional, psychological, and social well-being. It affects how we think, feel, and behave, along with how we handle stress, relate to others, and make healthy lifestyle choices. Ohio State Chief Wellness Officer Bernadette Melnyk reminds us professional help is available if stress, anxiety and depression are interfering with your life. Ohio State has an on-line program called "Beating the Blues" that you can access by contacting the employee assistance program. [Employee Assistance Program](#)  
  Contact: 800-678-6269