

*Student Employment
Orientation Guide*

Before You Start to Work

Before you begin working, make sure that you have completed and signed an Employment Document, Employment Eligibility Verification Form I-9, W-4 card and a Worker's Compensation Acknowledgement. This completed information should be forwarded to Student Employment Services, mail code 2004 or hand delivered to SSC 240. The employer is responsible for 100% of wages for any hours worked prior to the approval by SES of the employment packet.

Work-Schedule

Work schedules should be discussed and arranged with your supervisor at the beginning of employment. If you are unable to work on a specific day or at the time specified on your schedule, it is your responsibility to notify your supervisor as soon as possible.

Students are not allowed to work during regularly scheduled class time. If a class is canceled and you report to work, your supervisor must make a notation by that date on the timesheet and initial this variation.

Hourly Payroll Processing

A timesheet must be completed by you and signed by your supervisor each pay period. Complete the top of the sheet by writing in your name, social security number and the correct dates for the time period. Record the time you arrived at work, the time you left and the total number of hours you worked during that day.

Receiving a Paycheck

Hourly:

Once all of the required documents have been submitted to Student Employment, they are forwarded to our Payroll Center for processing. The hours you have worked during the pay period are reported by your supervisor twice each month (the 10th and the 25th). Paychecks are issued twice a month on the 10th and the 25th. If the 10th or the 25th fall on a weekend or a holiday, you will receive your check the day before. For example, if you worked 20 hours during the pay period of September 26 through October 10, your supervisor would report those 20 hours on a time report due to payroll on October 10. A check would be prepared for you and sent to your department on October 25. Your supervisor is sent a payroll schedule each semester and is responsible for submitting your time report. Remember, if your time report is **not** submitted on time, you **will not receive your paycheck on time.**

W-2's

A W-2 withholding statement will be mailed to the address you have listed on your W-4 card by January 31 each year you are employed at the University. Any questions regarding your tax withholdings should be directed to the Payroll Department, 895-3825.

Breaks

A student working under the hourly program is entitled to a 15-minute break with pay for every four consecutive hours worked. A student working a full 8-hour day is entitled to two 15-minute breaks with pay and no less than a 30-minute lunch break without pay. Paid breaks may not be taken at the beginning or end of a work period and are not cumulative. The breaks should be taken when they will not place an undue burden on the department.

Absences

Student employees must notify the supervisor no later than the beginning of the scheduled work period when he/she is unable to work. In the case of an extended absence, the anticipated duration should be reported to the supervisor as soon as possible. The supervisor is responsible for authorizing all absences.

Concurrent Employment

It is suggested that student employees not work at two or more jobs concurrently. However, if a student is employed concurrently, it is imperative that each employment area is aware of the other and those hours are monitored closely. A student holding two concurrent on-campus positions may not work more than 40 hours per week when both positions' hours are combined.

Employee Benefits

Every student employee is covered during his/her working hours by Worker's Compensation against work-related injury/illness. The coverage provides an incapacitated student employee the means of support and medical care when unable to work because of a job related disability. An employee must immediately report any job-related accident or illness. Additional information regarding compensation is available from the Human Resources Department at 895-3504.

A student employee is **not** eligible to receive other employment benefits such as **overtime pay, shift differential, paid Holidays, vacation leave, sick leave, retirement benefits, unemployment insurance, or permanent status.**

Maintaining Employment Eligibility

If for any reason your enrollment drops below the required six (6) credits undergraduate; five (5) credits graduate during the semester you must notify your supervisor immediately. You will no longer be eligible to participate in the Student Employment Program. However, your supervisor will have the option of continuing your employment under the Casual Laborer category or terminating your contract.

Work Hour Limitations for Hourly Employees

When classes are in session, it is recommended that a student employee not work in excess of 20 hours per week. When classes are not in session (due to final exam week, semester break, etc), a student employee may work up to a maximum of 40 hours per week. Attention should be given to the student's academic workload and ability when developing a work schedule.

Overtime

Student employees under the hourly program are strictly **prohibited** from working overtime. Overtime is defined as work in excess of 40 hours per week and/or 8 hours in a day. It is strongly advised that students **not** work over 20 hours per week.