1. GENERAL

This document should be read in conjunction with University Rule 33.99.08.C1, Student Employment. This procedure explains the guidelines for student employment and other important information.

2. PROCEDURES

2.1 The hiring department shall be responsible for listing vacancies, wage requirements and hours with Career Services. Career Services will be responsible for referring students to the hiring departments. Additionally, Career Services will post off-campus and on-campus jobs affiliated with contracted services such as Aramark Food Services and Barnes & Noble.

2.2 Student will be employed without regard to race, color, sex, religion, ethnic origin, disabilities, sexual orientation, or veteran status.

2.3 When a student has selected an on-campus job, he or she will be referred to the hiring department by Career Services. If selected for hire, the student will complete necessary hiring forms provided by the hiring department. Forms should be sent to the Office of Human Resources.

2.4 For pay purposes, hiring departments will submit all Employee Payroll Action Forms (EPA) to the Payroll Department. Original time sheets for Work Study employees are submitted to the Office of Financial Assistance. Time sheets for University-funded/Institutional student employees, however, will be retained in the hiring departments for audit purposes.

3. RESPONSIBILITY

3.1 The Department of Career Services shall:

3.1.1 assist hiring supervisors in the establishment of student part-time employment positions,

3.1.2 receive and publish requests from prospective employers who wish to hire part-time student employees,

3.1.3 provide training on information required for new student employees upon request, and
3.1.4 provide verification of work-study eligibility along with the Financial Assistance Office.

3.1.5 Coordinate with the office of Human Resources to conduct and review the required criminal background checks prior to an offer of employment.

3.2 Hiring Departments shall:

3.2.1 Prior to making a contingent offer of employment, coordinate with the Office of Human Resources to conduct and review the required criminal background checks prior to an offer of employment. All offers of employment are contingent upon a satisfactory background investigation.

3.2.2 prepare and submit an Employee Payroll Action (EPA) form when:
   a) a student employee is hired,
   b) a student employee is promoted or given a pay increase or decrease,
   c) a change is made in job title, department or work unit, account number, or job classification, or
   d) a student employee is separated for any reason. (Letters of resignation will be obtained when applicable).

3.2.3 create and maintain job descriptions for student employee positions,

3.2.4 ensure that all student employees comply with mandatory training requirements not later than 5 days from assuming their employment (i.e., Ethics, Information Security Awareness, and Creating a Discrimination Free Workplace).

3.2.5 verify work study eligibility before hiring at the beginning of each semester,

3.2.6 supervise the student,

3.2.7 establish a work schedule and ensure that the job duties for each student employee are appropriate for the job code and title used,

3.2.8 train employee on departmental procedures,

3.2.9 conduct annual evaluation of student employee and,

3.2.10 maintain adequate time records as supporting documentation for the department’s payroll voucher and submit payroll to the appropriate office.

Contact for Interpretation: Career Services