

EMPLOYMENT

STUDENT EMPLOYMENT PROCEDURES

Application for employment is to be made in the Human Resources Office.

The hiring units of the University are to requisition student help through the Human Resources Office. The request should specify the hiring unit, contact person, brief job description, special skills required (if any), and work periods for the student.

After receipt of the request, students will be referred to the individual(s) who will interview them for the job opening. Applicants will continue to be referred to the hiring unit until a student has been hired.

After the Interview:

If the student is hired, the student should return to the Human Resources Office with a completed *Student Employment Status Form*. The student will be signed up for payroll at that time.

If the student is not to be hired, the student should notify the Human Resources Office as soon as possible so that additional interviews with other units may be set up for that student. The student should be advised of this situation.

If a student is returning to work for a hiring unit, the hiring unit is to submit a *Student Employment Status Form* to the Human Resources Office. It will not be necessary for the student to reapply for employment.

If a student is changing from one hiring unit to another, the hiring unit should complete a *Student Employment Status Form*, and forward it to the Human Resources Office. Additionally, the department the student is leaving should complete a *Student Employment Status Form*, and forward it to the Human Resources Office.

If a student employee terminates and does not transfer directly to another campus job, a *Classified/Student Employment Action Form*, is to be filed with the Human Resources Office by the head of the unit for which the student last worked.

For those department/divisions having work-study allocations: if a student has an individual work-study allocation, that student will be paid as a work-study student provided there are funds available in the department's work study budget.

Student employment is limited to 20 hours per week. A student cannot be paid until all necessary paperwork has been completed.

Information Concerning College Work-Study

If a student receives federal financial aid, including Federal Work-Study, the total of all student aid received cannot exceed the estimated cost of attendance as set by the Office of Student Financial Services. All federal, state, university and outside source student aid received are

counted in total aid. Therefore, if a student has a Federal Work-Study award, he or she cannot be paid in excess of that allocation amount for a given academic year. Regular student wages have no direct impact on the individual's eligibility for federal aid.