

**General Campus Student Employment
Human Resources, Browning Building
Phone: (931)-221-7177**

General Campus Student Employment is coordinated in the Human Resources Office, located in the Browning Building. Services provided are:

- Advertise student general campus positions;
- Process paperwork for approximately 500 student employees;
- Distribute timesheets/coordinate Web Time Entry automated time reporting system and serve as the liaison between departments and the Payroll Office to resolve employment issues.

Because Federal/State laws or University policies regulate much of student employment policy and practice, it is important that all department members who deal with student employment read this information.

Students that desire to work at the University must be paid through the Student Payroll Employment Process and cannot be paid as temporary employees.

EMPLOYMENT PROCESS FOR DEPARTMENTS

I. Advertising

The [Student Employment Request Form \(SERF\)](#) and job description must first be submitted to the Budget Office for approval. After the Budget Office has approved the [SERF](#), it will be forwarded to Human Resources for posting. **No position can be advertised without authorization from the Budget Office.** All student positions must be advertised to insure that all students have an equal opportunity for employment. Positions will be advertised on the [HR Student Employment](#) and [TBR-APSU application website](#) for a minimum of five (5) working days.

The posting will include a job description, pay rate and qualifications. All students will need to submit an online application using the TBR-APSU application website. At the end of the five day posting period, the department will review all applications, interview and select the most qualified applicant(s) for the position. As of August, 2009, students must apply for student general campus positions via the online application process. No paper applications will be accepted.

If a department is continuing a student worker from the previous semester or summer term and is not hiring any new workers, the department does not need to complete the General Campus Student Employment Request Form.

II. Filling a Student Position

1. After the department has reviewed all applications, interviewed qualified applicants and selected the employee(s) for hire, the department will fill out a [Student Employment Referral/Data Entry Form](#) for each student. A copy of this form is required for each new student hired. Instructions of completing the SERF may be found at <http://www.apsu.edu/hrhomepage/Student-worker/Student-worker/How-To-Complete-Referral-Form.pdf>.
2. The Department must submit the [Student Employment Referral/Data Entry Form](#) and the following completed forms to HR:
 - [I-9 Form](#) (see I-9 documentation instructions below);
 - [W-4 Form](#)
 - [Direct Deposit Authorization](#) with voided check.
 - Copy of Social Security Card (for payroll purposes only).

All student workers are required to either have a current I-9 (less than 3 years old) and a current federal W-4 form on file or must complete this paperwork when hired.

3. After the paperwork has been processed for payroll by HR, an e-mail will be sent by HR to the departmental contact person and to the student employee with an effective date of employment. **The student may then begin work. It is very important that NO STUDENT BE ALLOWED TO BEGIN WORK PRIOR TO AUTHORIZATION FROM HR.**

Switching Federal Work Study or Scholarship Students to General Campus

The initial steps for hiring Federal Work Study students can be found on the [Student Financial Aid](#) web site. If you have a Federal Work Study student that you wish to transfer to General Campus, complete the [Student Employment Referral/Data Entry Form](#) and the [SERF](#). After receiving these forms from the Budget Office, Human Resources will notify the departmental contact person that the forms have been processed and the student may begin work and reporting hours for the General Campus position.

<p>Before a student works any hours, policy is that the student must have an I-9 form on file and be approved by the Human Resources Office to work. Failure to do so is a violation of APSU policy and may also be a violation of the Immigration Reform and Control Act of 1986/1990.</p>
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Completing the I-9 Form

It is federal law that each employee prove to be a US citizen or legally authorized to work in this country.

- **FORM I-9;**
 - It is federal law that each employee prove to be a US citizen or legally authorized to work in the United States.
 - The documents required for I-9 completion fulfill the following requirements:
 - 1. Proof of Employee Identity
 - 2. Provide proof of eligibility to work in the US
 - You may view the list of acceptable documents on the I-9 Form to ensure that all documents presented are acceptable.
 - New employees must select the documents they wish to present for I-9 completion. Current employees of Austin Peay that verify the documents are not permitted to request certain documentation from the new employee.
 - Employees must present **original** documents. No photocopies may be accepted.
 - List only **one** document in List A, **or one** document for List B & **one** document for List C.
 - **Note:** Only regular APSU employees can complete this form.

International students must present their passport, I-94, # I-20, and Visa to HR in order to complete paperwork for student employment. International students will need to obtain a Social Security card before they can start to work. The students will need to begin the process for a card in HR. Generally it takes a minimum of two weeks to receive a card from the Social Security Office. Students who work before receiving a card and who are then denied a work permit **may not** be paid for their work.

Hourly Pay Rate Information

- The hiring department may choose to use any one of four (4) [generic job descriptions](#) or develop one of their own.
- Students may be paid more than \$7.25/hour (minimum wage as of July, 2008) depending upon classification.
- The maximum pay rate is \$16.89.
- Pay rates of more than \$16.89 per hour are decided on a case-by-case basis by the APSU Executive Committee.
- To change a student's pay rate, the department must complete a [Student Employment Change Form](#) and indicate on the form that this is a pay rate change.

Qualifications of Student Employees

All student employees must be enrolled as students at APSU. Federal law requires that students must be enrolled as at least half-time students to work on campus:

- Undergraduates must be enrolled for at least 6 hours;
- Graduate Students must be enrolled for at least 4 hours;
- Summer Term- Students must be enrolled for at least 3 hours or registered for Fall semester at above minimums.

All students must maintain a minimum 1.5 GPA.

Timesheets Issued

If your department has been transitioned to the new Web Time Entry time recording system, please contact [Roxanne Grachanin](#) for further instructions on the addition of new student employees. You may also view the [Payroll Documentation User Manual](#) or the [Web Time Entry](#) training power point for more information.

If your department uses paper timesheets, a timesheet will not be issued until all paperwork is completed by the department/student and processed by HR. Generally, a student's first timesheet is handwritten with future timesheets printed and mailed to the department. HR distributes printed timesheets based on the [Student Payroll Schedule](#). Each department must check the timesheets upon receipt to make certain that all of their student workers were issued a timesheet.

If a timesheet is not received by the department, it is the responsibility of the department to contact Payroll ([Roxanne Grachanin](#)) or extension 7433 so that the situation can be resolved.

If your department has students listed on the timesheet that should be removed or in error, please contact [Roxanne Grachanin](#). If you need to terminate a student assignment, (see below) simply writing this information on the timesheet is not sufficient.

If a timesheet was turned into HR with hours reported and payment was not issued, contact the [Roxanne Grachanin](#), Payroll Office at extension 7433 directly.

If timesheets are received in Payroll without a supervisor or student signature, the student will not be paid until the pay cycle following receipt of a signature. An adjustment card must be processed for the next pay cycle. A supervisor should always have a proxy designated for signing timesheets in the supervisor's absence.

Payment and Timesheet Schedule

Refer to the [Student Payroll Schedule](#) for pay dates and timesheet deadlines. This schedule may change throughout the year. Check the website often to ensure that you stay informed regarding payment dates. **Completed student timesheets must be delivered to the Payroll Office by 9 a.m. on the published date due. Timesheets are not to be sent through campus mail.**

Payment will be issued by direct deposit to the student's designated bank account. Direct deposit is mandatory. The student must complete the [Direct Deposit Authorization](#) and attach a voided check (if available) or a statement from the bank that contains the account number and routing number. A pre-notification will be sent to the bank and the first payment will be a check that will be available for pickup at the Cashier's Window (Main Floor, Browning Building) on the scheduled pay date. Each check thereafter will be made 100% to the designated bank account and the direct deposit statement will be e-mailed to the student's APSU e-mail address.

Maximum Work Hours

When classes are in session	When classes are not in session	Holiday/Spring/Fall Breaks	Summer Breaks
Maximum 20 hours/week	Maximum 40 hours/week	Maximum 40 hours/week	Maximum 20 hours/week if enrolled in summer classes Maximum 40 hours/week in not enrolled in summer classes

** Students may not work more than 20 hours per week while enrolled in classes. This includes Summer semesters.

** Students may not work for more than 2 departments at one time. When working for 2 departments, students must not work more than the allowed hours **combined**.

Taxes Paid by the Department and Other Information

Student employees who are not enrolled in summer classes are subject to Social Security and Medicare tax withholding for employment during the summer break. The student and the employing department both pay 7.65% of the gross pay. For more information on taxes and other payment issues, please contact the Payroll Office (7433) directly.

Student employees are considered part-time employees and are not eligible for benefits or unemployment insurance.

Termination of Student Employees

When a student employment assignment is terminated, the departmental contact must notify Human Resources ([Kim Kinslow](#)) via e-mail with the following information:

- Student Name
- Banner ID
- Last Day Worked
- Position Number

The student employee will be terminated in the payroll system and timesheets will cease to be issued.

Reporting Hours Worked

Hours reported on a timesheet must reflect the actual hours worked on the days indicated. Timesheets that misrepresent actual time worked violate State and Federal employment laws. **Such misrepresentation, either by students and/or by their supervisors is strictly prohibited. Supervisors may be held liable for any deviations or inaccuracies. Students should never sign timecards in advance. Proxy signatures are prohibited.**

Student employees who perform services for a department or office should not be considered volunteers, nor should they be paid as an “independent contractor.” **Working without approval, paperwork not completed or “off the clock” is prohibited.**

Maximum Work Hours per Week

During the academic school year: University policy permits students to work a total of 20 hours per week during the school year. International students on F-1 or J-1 visas may never work beyond 20 hours per week while classes are in session.

During summer and breaks: Students who **are** enrolled in summer classes or as a minimum half-time student for the upcoming fall session can work all summer. They can work up to 40 hours per week if they are not enrolled in summer classes or up to 20 hours per week during sessions when the student is enrolled in summer classes.

Students not taking any summer classes are subject to Social Security and Medicare tax withholding for employment during the summer break.

Breaks: During a holiday break, any enrolled student may work up to 40 hours per week. During a semester break, they can work up to 40 hours per week if they are enrolled as a half-time (or greater) student for the following semester.

Overtime Pay

Overtime pay for student employees is highly discouraged. However, if a student works more than 40 hours in one week, overtime must be paid. (The work week is Sunday through Saturday.) An explanation of the reason for the overtime must be forwarded to HR along with the time sheets.

Overtime pay will be charged to the last employer, not necessarily the job where the student put in the most hours. The department must make certain that workers who have more than one job are aware of this rule and how many total hours they can work per week.

Graduating and Non-Returning Students

Seniors and non-returning students lose their student status on graduation day (or the last day of the semester) and can no longer hold a student position. The only exception to this rule is if the student is already enrolled in an APSU graduate program or at least in a half-time status for the next academic session.