

SAP No. 33.99.08.T0.01 Student Employment



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Procedure Statement

The Department of Human Resources is responsible for the general administration of student employment within Tarleton State University. The provisions of this procedure apply to all student employees including graduate students holding graduate assistant positions.

Reason for Procedure

This Standard Administrative Procedure (SAP) provides guidance for the employment of students at Tarleton.

Procedures and Responsibilities

1. GENERAL

- 1.1. To be eligible for student employment, students must be enrolled for at least six (6) graduate or undergraduate semester credit hours, or pre-registered for the next semester. For work eligibility during a summer term, a student must be enrolled for at least three graduate or undergraduate semester credit hours during the term in which the work is to be done; be admitted for the fall semester; **and/or** have been enrolled as a student the prior semester/term and have a reasonable expectation of returning the next term or semester. A student who graduates mid-month may continue to work as a student worker until the end of that month. A usual work schedule for a student employee should not exceed twenty (20) hours per week.
- 1.2. A student worker who holds a position for which student status is required for employment is not eligible to participate in retirement or group insurance programs, nor are such students eligible for fringe benefits or holidays.
- 1.3. Student employees may work full-time during interim periods (between semesters) and during the summer. In accordance with the Fair Labor Standards Act (see System Regulation 31.01.02, *Fair Labor Standards Act*), as non-exempt employees, student employees are eligible to be paid overtime for hours worked over 40 in a workweek should the occasion arise.
- 1.4. International students will be offered employment in accordance with university rules and federal regulations. Federal regulations related to student employment are complex and change frequently, so hiring departments are urged to consult with the Department of Human Resources for clarification and interpretation.

2. RESPONSIBILITY

- 2.1 The Department of Human Resources is responsible for assisting hiring departments in the establishment of student positions, developing and maintaining student employee title codes and pay scales, and serving as a resource to assist employers in student employment matters.
- 2.2 Hiring departments are responsible for the following.
 - 2.2.1 Posting available job vacancies on the “Hire A Texan” website when feasible and making applications available to interested students.
 - 2.2.2 Preparing and submitting timely Personnel Action Forms in the event of:
 - a. student employee hire.
 - b. student employee promotion, change in title, or salary increase/decrease.
 - c. change in job title, department, or paying account.
 - d. student employee termination.
 - 2.2.3 Ensuring all student employees comply with mandatory training requirements (i.e. Ethics, Creating a Discrimination Free Workplace, Reporting Fraud, Waste, and Abuse).
 - 2.2.4 Ensuring newly hired and rehired students are properly oriented to the work expectations and work processes of the department.
 - 2.2.5 Verifying work study eligibility.
 - 2.2.6 Supervising the student, establishing a work schedule and ensuring the job duties for each student employee are appropriate for the student title and pay.
 - 2.2.7 Maintaining adequate time records and providing timely support documentation as required by Payroll Services.

3. WAGE RATES

- 3.1 All student employees will be paid in accordance with the title and salary schedule in the University’s Comprehensive Pay Plan.
- 3.2 Promotions may be recommended based upon an increase or change in job duties/responsibilities. The department head, or designee, is responsible for the review and approval of recommendations for promotion. Reasons for the promotion should be documented on the Personnel Action Form. Salary changes must be approved as outlined in the University’s Comprehensive Pay Plan.
- 3.3 Student employees are not eligible for fringe benefits such as sick leave, vacation time, or paid holidays. Graduate assistants may participate in group insurance; however, all other student employees are not eligible to participate in retirement or group insurance programs. Student employees are covered under the provisions of Workers’ Compensation Insurance and Social Security. Payroll deductions for social security and taxes will be made as appropriate.

4. EMPLOYING STUDENT EMPLOYEES

- 4.1 Students desiring employment with the university may find possible job openings by 1) contacting departments individually, or 2) checking available job openings on the Hire-A-Texan website sponsored by the Office of Career Services.
- 4.2 Students must complete and the hiring department must collect the following new hire documents. Completed documents must be submitted timely to the Department of Human Resources for verification and handling.
 - a. Personnel Action Form
 - b. Employee Personal Data Sheet
 - c. INS Form I-9
 - d. IRS Form W-4
 - e. Direct Deposit Authorization (optional)

All male employees between the ages of 18 and 25 must show proof of compliance with Selective Service Registration. Proof may be obtained online at <http://www.sss.gov>. Student employees under the age of 18 must complete a Minor's Employment Release form. The form can be obtained from the Department of Human Resources.

- 4.3 Payroll Services establishes and maintains the time keeping record in TimeTraq.
- 4.4 All student employees are required to complete required trainings within the first 30 days of hire.

5. RECORDKEEPING

- 5.1 The Department of Human Resources maintains the central personnel file in accordance with all applicable policies and laws.

Related Statutes, Policies, or Requirements

Supplements System Regulation [33.99.08 Student Employment](#)

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