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## **Procedure Statement**

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

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## **Reason for Procedure**

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

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## **Procedures and Responsibilities**

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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 for the summer term; be admitted for the fall semester; **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.
  - 1.2. A student employee who holds a position for which student status is required for employment is not eligible to participate in retirement programs, fringe benefits or receive holiday pay. Student employees may be eligible to participate in the group insurance program if they hold a graduate assistant position, or work an average of 75 percent effort and meet the requirements for health care coverage under the federal Affordable Care Act. 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.

- 1.3. Typical student work hours should fall between 20-50 hours every two weeks (biweekly pay cycle). Departments should not allow students to work more than 50 hours in biweekly pay period unless job related factors associated with the student worker position requires work schedules greater than 50 hours and should not be based on the individual employee or candidate, their choices to accept or decline health coverage, or any other non-job related reason. Hours worked in more than one student position will be combined toward the 50 hour maximum. Student employees may work full-time during the interim period between the fall and spring semester. 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 Employee Services Department for clarification and interpretation.

## 2. RESPONSIBILITY

- 2.1 The Employee Services Department is responsible for assisting hiring departments in the establishment of student positions, developing and maintaining student employee title codes and pay scales, monitoring the training of students as per system regulations 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 Electronic Payroll Action (EPA) in Canopy 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 explained in the Electronic Payroll Action (EPA) created in Canopy. Salary changes must be approved as outlined in the university's Comprehensive Pay Plan.

### 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 the following new hire documents. Completed documents must be submitted timely to the Employee Services Department for verification and handling.

- a. Application
- b. Employee Personal Data Sheet
- c. INS Form I-9
- d. IRS Form W-4
- e. Direct Deposit Authorization (optional)
- f. Criminal Background Authorization

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 Employee Services Department.

- 4.3 The hiring department collects all new hire documents, forwards hire documents to Employee Services, and creates the Electronic Payroll Action (EPA) in Canopy for routing and approval. Payroll Services receives approved EPA electronically and establishes a time 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 Employee Services Department maintains the central personnel file in accordance with all applicable policies and laws. Payroll Services establishes pay procedures and maintains the official time keeping record.

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## Related Statutes, Policies, or Requirements

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[System Regulation 33.99.08, Student Employment](#)

[Tarleton Standard Administrative Procedure 31.01.01.T1.01, Compensation Administration](#)

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## Contact Office

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Employee Services Department  
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