



## Student Employment

### Description:

- Work that benefits the employing department and related to the duties and responsibilities of the department. The work is necessary to conduct department objectives and creates an employer/employee relationship. This category should be considered the "default" option for any kind of student work.
- Expectation of the University is that the employment is not to exceed 10-12 hours a week during the academic year. If the student works more than 40 hours in one week, overtime is applied. Hourly rate must meet university minimum wage standards.

### Examples:

- Teaching Assistant, Research Assistant, Reception Attendant, Office Assistant, Lifeguard, Student Caller with the Annual Fund, Dining Services worker, Course Grader, Lab Technician/Aid, Course Assistant, Computer Lab Monitor.

### Method of Payment:

Hours must be reported weekly through Workday Time Tracker. Students must be paid for actual hours worked each pay period including overtime when applicable (exceeding 40 hours in a Sunday through Saturday work week).

- Pay Group: Biweekly Payroll
- I-9 is required
- Student Receives W-2
- Earnings are taxable
- For additional details, please consult the Student Employment Handbook and the [Workday Job Aids](#)

Note: Short duration assignments (e.g. playing piano at commencement) must follow the same procedure as all other student employees.