

# Student Worker Employment Guidelines

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## Scope of Policy

This policy is applicable to all undergraduate and graduate student workers throughout the University. This policy does not apply to Teaching Assistants and Research Assistants, who are covered by the Temple University Graduate Student Association (TUGSA) contract, or Graduate Student Academic Externs and Interns, whose working conditions are specified by the Graduate School and consistent with the TUGSA agreement.

## 1. Introduction

Student employees are those whose major efforts are directed toward receiving a formal education. The following document outlines guidelines for the employment of student workers (including Federal Work-Study.)

- Work study employment is subject to additional requirements established by the office of Student Financial Services. Questions regarding Work-Study status should be directed to that office.
- Employment of international students is subject to additional requirements based on visa status. Questions about employment of international students should be directed to International Affairs or Payroll Management.

## 2. Eligibility

### A. Student Status

- Any student, who is enrolled at Temple University as a matriculated or non-matriculated undergraduate or graduate student, may be considered for employment in a student worker position. Students may continue to be employed as student workers for no more than one semester following their graduation.
- It is the employing department's responsibility to verify eligibility of student employees each term by checking the Banner Student Information System.
- Students must notify each supervisor of all current and future work assignments during employment.

## B. New Students

A new student is recognized as such upon proof of acceptance for admission. New students are eligible for employment the term before they start school. If registration does not appear in the Banner Student Information system, the individual is not permitted to participate in the Work-Study program.

## C. Employment of Minors

If the student is a minor, there are specific Labor Regulations which apply. Students that are under the age of 18 are required by law to complete the following documentation:

- Disclosure Statement Application for Minors
- Minor Consent Form
- Provide Working Papers

Please note that minors will need to provide identification in order to complete the I-9 process prior to their start date. For further information regarding the employment of minors, please contact the office of Employment at 215-204-0049.

## D. Loss of Student Status

- Students are permitted to work one additional term after graduation as a courtesy while seeking full-time employment or to complete projects and special assignments.
- Students do not need to be hired as part-time employees during this period and appropriate taxes will be handled systematically.
- International students are not permitted to continue working after graduation (program end date) unless they have been approved for optional practical training (OPT). Students who are interested in OPT after graduation must visit the International Student and Scholar Service's office during the term before they graduate to prepare the required paperwork.

- Questions about international students' visa status and eligibility to work one term past graduation should be directed to the International Student and Scholar Services' office and/or Payroll Management"

## 3. Classification and Wage Rates

### A. Position Descriptions

Student position descriptions are required to be listed on the Temple University Student Jobs Database and students should be given a copy of their position description. Position descriptions are required for reporting purposes and give student employees clear job expectations.

- Name of position
- Name of the student's employer
- Department or office in which the student will be employed.
- Location where the student will perform his/her duties.
- Name of the student's supervisor.
- Purpose/role of the position within the organization.
- Duties and responsibilities associated with the position and how they relate to the purpose/role.
- Rates of pay for the position (cross-referenced to the wage rates appearing in the school's policies and procedures manual).
- General qualifications for the position and the specific qualifications for the various levels/rates of pay associated with the position.

### B. Classifications

There are several levels of student employment recognizing various skill levels required to perform student jobs. See *[Temple University Student Pay Guidelines](#)* for a brief description of student pay levels.

Most student positions are non-exempt and thus, students are paid an hourly rate. Non-exempt employees are subject to minimum wage and overtime regulations. Federal Work-Study Students are not eligible to receive overtime pay.

## 4. Payroll Guidelines

### A. Maximum Hours of Work

Student employees are students first and foremost and, in recognition of this, it is recommended students work 20 hours per week during the Fall/Spring Terms or 40 hours per week during Summer Terms.

- International students, because of Visa requirements, may not work more than 20 hours per week during the Fall/Spring Terms or 40 hours per week during Summer Terms.
- Federal Work Study students may not exceed a combined total of 20 hours during Fall/Spring Terms or 40 hours during Summer Terms.

It is suggested that supervisors of students working a high number of hours (18-28) confirm each term that their student workers remain in good academic standing.

### B. Kronos Time and Attendance

- Prior to the start of employment, Supervisors of Student Workers are required to ensure that students have access to Kronos and understand how to sign-in and sign-out. Please review the [Student Worker Resources](#) on the Kronos website for instructions.
- Student employees are required to document the hours they have worked on the Kronos Time and Attendance system. Students can sign in and out via the Kronos Clocks located on campus or via the WebStamp feature in their designated areas.
- For a student to be paid, the timecard must be approved by the supervisor or timekeeper for his or her department. The supervisor who approves the employee's time card must be a regular university employee – not a student supervisor – and must have personal knowledge of the hours worked by the employee. Supervisors must certify the accuracy of the time card.

- Deliberate falsification of a timecard by any student employee or timekeeper is grounds for immediate dismissal. Any suspicion of falsified time cards may also be referred to the University Disciplinary Committee as a violation of the University Code of Conduct, which may result in sanctions up to and including suspension and/or expulsion from the University.
- In the event a student is not able to access the Temple network to clock in and out of the system, timekeepers and departments must keep written timesheets or documentation for auditing purposes.
- The standard work week for the University begins Saturday and ends at 11:59 p.m. the following Friday. Employees are paid on a biweekly basis with checks issued on alternate Fridays. Students, like other biweekly employees, will receive their paychecks one week after the close of the pay period.

### C. Overtime

The Fair Labor Standards Act requires that non-exempt employees be paid overtime at the rate of one and one-half times the regular rate of pay for all hours worked in excess of 40 in one week. Federal Work Study Students are exempt from this regulation. Student employees are not eligible to earn comp time.

### D. Breaks and Meal Periods

Meal periods must be given to employees who work five hours or more in a shift. Meal periods must be 30 minutes without interruption to be unpaid time.

### E. Paid Leave

Student employees do not receive paid leave for holidays, jury duty, sick time, or vacation.

## 5. Hiring Procedures

### A. Recruitment

To comply with Equal Employment Opportunity guidelines, hiring departments are encouraged to publicize student positions via the Taleo Hiring System.

For timekeeping purposes, student workers are hired at the beginning of a pay period. Please visit the Payroll website for a list of payroll dates.

### B. Schedules

Departments must review students' class schedules each term, as students are not to work during regularly scheduled class time.

### C. Job Applications

Students are required to complete applications in each department where they seek work. Application information will enable the employing department to evaluate the student's ability to perform job requirements. Student applications and search records (interview notes and reference check information) must be kept on file for one year.

### D. Human Resources Requirements

- Human Resources will receive your departments' hiring request in 1-2 business days after initial offer through Taleo has been completed.
- Students will receive a welcome email from HR to their [Temple University Email](#). This email will provide instruction on the steps necessary to verify employment eligibility and how to be paid.

**Students are required to complete the I-9 process prior to their start date, and cannot legally receive payment, or work if the student passes that deadline.**

## E. Breaks in Work

- A student employee who takes a break more than 6 months after their last pay check or 4 months after never being paid will need to be rehired.
- Student jobs that have been terminated in the Banner System must complete a new I-9 form. Please contact the office of Data Management at 215-204-2252 with additional questions.
- Students are permitted to work with a department one semester after graduation.