

Samford University Student Employment Form

Student's Name _____ SUID _____

Department _____ Hire Date _____

If job is short term, please give dates of assignment: _____ to _____

Job Description: _____ Clerical _____ Other (Explain) _____

Pay Rate \$ _____ per hour (federal minimum wage is \$7.25 per hour)

BANNER FOAPAL: (required even if student has federal work study funds)

Index: _____ Fund: _____ Org: _____ Acct: _____ Prog: _____

- **Do not allow a student to work if an *I-9 form* is not on file in the Payroll Office.**
- I understand that if a Federal Work Study student exceeds authorized earnings, any overage will be charged to the department budget.
- I have read the *Student Employment Guidelines*.

Supervisor _____
(print name)

Supervisor Signature _____ Date _____

The Payroll Office should be notified of any changes (i.e. pay rate, termination) on the Student Change of Status Form.

For Payroll Use Only

The above named student has been determined to be eligible for employment.

_____ Institutional Student Payroll Position _____

_____ Federal Work Study Time Sheets _____

Total Work Study Earnings Authorized _____ / _____ Hrs per week

These hours are based on pay rate, FWS award, and number of weeks in an academic year.

_____ RJASEAR _____ Spreadsheet P/R _____ Date Processed _____

Student Employment Guidelines

I. Students may not begin work until all paperwork is completed and returned to the Human Resources Department. This paperwork includes:

- A. Confidentiality Agreement
- B. I-9 Employment Eligibility Verification Form (This is required by the federal government, and **original documents** are needed to meet identification requirements.)
- C. Federal and State Withholding Forms
- D. Student Employment Form

Once these forms are completed, they are valid for as long as the student is employed at Samford University. Please keep on record a copy of the Student Employment Form which will be mailed to you.

II. International students should contact the International Studies Office at 205.726.4334 regarding federal regulations for on-campus employment before beginning work.

III. Students will set a **work schedule** with their supervisor that is based on the student's availability and departmental needs. However, students should not work more than 20 hours in a week. If a student has more than one job, he/she should not work more than 20 hours total per week.

IV. Time sheets

- A. Time sheets will be mailed to the supervisor after all necessary paperwork is completed and received in Human Resources/Payroll Department.
- B. Time sheet directions should be read and followed carefully to ensure timely payment. Student employee should be aware of deadlines set by the supervisor within their area/department.
- C. Student and supervisor signatures on the time sheet certify that the information submitted is a true statement of the hours worked.
- D. Time sheets must be delivered to the Payroll Office by a faculty or staff member of Samford University. **Time sheets delivered by students will not be accepted.**

V. If the student has more than one job on campus, he/she is responsible for filling out the correct time sheet for the correct job. Each job has a position number which, particularly in the case of multiple jobs, should be carefully noted. **The position number is printed on the time sheet as well as on the Student Employment Form.**

VI. Students are paid biweekly. Paychecks can be picked up in the Bursar's Office with a picture ID. If a student has Direct Deposit, an electronic pay stub will be sent to their SU email account. A payroll schedule with timesheet due dates and pay dates will be sent to supervisors. A schedule is also available on the web at <http://www.samford.edu/studentemployment>

VII. Work Study

Students with Federal Work Study (FWS) must not earn more than the amount of their FWS award. The award amount will be listed on the approved copy of the Student Employment/Pay Authorization form that is returned to the supervisor. It is the responsibility of the student and the supervisor to keep a record of earnings to avoid exceeding this award amount. If a student exceeds the FWS award, the overage will be charged to the department budget. Remember that due to additional financial aid which may be received, a student's Federal Work Study award may be revised. If this happens, the student should notify their supervisor(s) and, if necessary, their work schedule should be modified.