

PRAIRIE VIEW A&M UNIVERSITY
Administrative Procedures Manual

13.99.99.P0.09 Student Employment

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Supersedes: APM 70.11

1. Hiring Procedures

- 1.1 Departments employing students are required to fill out a Student Employment Departmental Job Request Form on an annual basis and submit it to the Student Employment Office. This form requires the following information:
 - a. the number of positions available
 - b. the number of positions (work-study and student hourly) needed
 - c. a brief job description
 - d. the work hours required
- 1.2 The Student Employment Office posts the job information provided by employing departments. Students expressing an interest in a posted position are provided a Job Interview Card and directed to the employing department. *[Note: Students without a Job Interview Card should not be interviewed.]*
- 1.3 It is recommended that at least three (3) students for a position be interviewed. Once the selection for employment has been made, the employing department must complete the employer section of the Job Interview Card and have the student take it to the Student Employment Office. *[Note: For student hourly workers, a student hourly employment letter must accompany the Job Interview Card.]*
- 1.4 Once the Student Employment Office has approved the recommended hire, the student will be provided the following documents to take to their employing department for appropriate processing:
 - a. Authorization for Form 500
 - b. Student Employment Contract
 - c. Work Schedule Form
 - d. Time Card

The Authorization for Form 500, the Student Employment Contract and the Work Schedule Form must be completed, signed and returned to the Student Employment Office. A copy should be retained by the employing department and a copy provided to the student. The Time Card must be completed on a daily basis and signed on a monthly basis by both the student and their supervisor.

2. Work Hours Per Week

- 2.1 Total work hours per week are contingent upon the amount awarded. During the Fall and Spring semesters, an undergraduate student may not work in excess of 20 hours per week in any week that classes are scheduled, including final examination week, unless prior approval is granted to the hiring department by the Student Employment Office. *[Note: Undergraduate students may work 40 hours per week between semesters, contingent upon the available funding.]* Graduate students may work up to 40 hours per week.
- 2.2 Work-study hours are limited based upon the amount of the award and the hourly rate of pay. Students may not exceed their work-study award amount and must stop working for their employing department once they exhausted their award amount.

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3. Work Schedule

A student's work schedule should be agreed upon by the supervisor and the student prior to beginning their employment. Changes may be made to the work schedule, but they must be requested by the student and approved by the supervisor.

4. Paychecks

4.1 Student workers are paid monthly. Each paycheck should reflect payment for the preceding month's work.

4.2 To initiate student's paycheck, the student must complete and sign a Time Card and the supervisor must approve it. The Department Head must put the hours to be paid on the Payroll Preparation Report (PPR) provided to them, attach the supporting Time Cards and forward the entire package to the Student Employment Office.

4.3 The Student Employment Office reviews all PPRs and Time Cards before submission to the Payroll Office for processing.

4.4 Paychecks are issued at the Cashiers' Window in the Fiscal Affairs Department.

5. Rest Periods

For every four (4) consecutive hours of work, a student employee is permitted to take a rest period of up to 15 minutes. These rest periods may be taken away from the work area and must be scheduled with the supervisor.

6. Employee Benefits

Student workers do not qualify for annual leave, sick leave, holiday pay, group insurance, retirement plan participation, or leave of absences. Graduate Assistants may be eligible for certain benefits and should contact the Human Resource Department for further information.

7. Dress Code

Employing departments may establish dress codes for student workers, The employing department should communicate such requirements to student workers prior to hiring them.

8. Pay Increases

Increases in the pay rates for student workers must be initiated on an Authorization for Form 500 (Student Employment).

9. Forms

All student employment related forms are available in the Student Employment Office.

Contact: Student Employment Administrator