



Student Employment Guidelines

DEFINITION OF A STUDENT EMPLOYEE

A student employee is a full-time or part-time student who is enrolled at Florida Atlantic University, is registered for at least six credits and whose primary purpose for being at the University is the achievement of a degree or certification.

All international students must be registered full-time for spring and fall semesters, except for his/her graduating semester.

During the summer semester, an individual may be a student employee if the student was enrolled and degree-seeking in the Spring Semester and is intending to enroll for Fall Semester classes.

Students who have graduated must have their student appointment terminated by the date of graduation. These individuals can be hired through the Human Resources Department.

CONDITIONS OF EMPLOYMENT

Student employees are considered at-will employees, and their employment is interim or temporary and incidental to the pursuit of a degree or certification. Those individuals not meeting the definition of a student employee must be hired through the Human Resources Department.

All student appointments must be processed prior to the beginning date of each assignment. The student appointment is not final or binding until fully approved and processed by the hiring department.

Total student appointments shall not exceed 20 hours or .5 FTE per week during periods when classes are in session. Exceptions, within reasonable limits, may be made upon the approval of the student's Academic Advisor, or in the case of graduate students, the Director of Graduate Studies.

International students may not work over 20 hours per week while school is in session, no exceptions. All exceptions need to be submitted to the Student Employment Office every semester for final approval.

All students are able to work up to 40 hours per week during semester breaks and summer terms. However, total earnings may not exceed the maximum allocated for the period of appointment.

Both the supervisor and student are responsible for establishing work periods that do not interfere with class schedules. Supervisors reserve the right to terminate appointments at any time.

Students and supervisors are responsible for keeping their employment documentation up to date with the Student Employment Office. All international students must comply with the International Student Employment Eligibility Requirements (see page 7-8). Failure to provide needed documentation will result in termination prior to the expiration date of the appointment.

TYPES OF STUDENT EMPLOYEE

NON-EXEMPT POSITIONS:

- 500000 - STUDENT ASSISTANT (124020): Enrolled, degree-seeking undergraduate students, paid on an hourly basis, whose assigned duties encompass any variety of academic, clerical, manual, skilled/technical or other functions.
- 800000 - GRADUATE STUDENT WORKER (124010): Enrolled, degree-seeking graduate students, paid on an hourly basis, whose assigned duties encompass any variety of academic, clerical, manual, skilled/technical or other functions.
- 400000 - FEDERAL WORK-STUDY (124021): Undergraduate or graduate appointments qualifying under the Federal College Work-Study Program. Maximum earnings are calculated by the Financial Aid Office based on the student's need as derived from a federally approved need analysis.

EXEMPT POSITIONS:

- 300000 - STUDENT ASSISTANT – HOUSING (124022): Enrolled, degree-seeking undergraduate or graduate students, paid on a bi-weekly basis, whose assigned duties are within the department of Housing.
- 300000 - GRADUATE RESEARCH ASSISTANT (125010): Enrolled, degree-seeking graduate students whose assigned duties are primarily research related in nature.
- 300000 - GRADUATE TEACHING ASSISTANT (125020): Enrolled, degree-seeking graduate students whose assigned duties are primarily teaching in nature.

- 300000 - GRADUATE RESEARCH ASSOCIATE (126010): Enrolled, degree-seeking graduate students who have completed a minimum of 30 graduate credit hours and perform research duties that are related to their academic program.
- 300000 - GRADUATE TEACHING ASSOCIATE (126020): Enrolled, degree-seeking graduate students who have completed a minimum of 30 graduate credit hours and perform research duties that are related to their academic program.

***NON-EXEMPT** means the position does not meet the criteria to be exempt from the FLSA. Employees in non-exempt positions are required to be paid, or receive compensatory time, equal to 1.5 times their regular rate of pay for all hours worked in excess of 40 hours in one work week. In addition, they are subject to minimum wage requirements and the department must keep a record of time worked.

***EXEMPT** means that the position meets the criteria to be exempt from the FLSA. Positions designated as "exempt" are not eligible for overtime pay.

POSITION NUMBER CHANGE CHART

Employee Class	Employee Group	Position Number	Acct. Number
OP - Federal Work/Study	CW - College Work/Study	400000	124021
OW - Student Assistant	SA - Student Assistant	500000	124020
GS - Graduate Student Worker	G - Graduate Assistant	800000	124010
OX - Exempt Resident Assistant	HA - Resident Hall Assistant	300000	124022
OX - Grad TA/RA Exempt Status	RA - Graduate Research Assistant	300000	125010
OX - Grad TA/RA Exempt Status	TA - Graduate Teaching Assistant	300000	125020
OX - Grad TA/RA Exempt Status	GRA - Graduate Research Associate	300000	126010
OX - Grad TA/RA Exempt Status	GTA - Graduate Teaching Associate	300000	126020

STUDENT APPOINTMENT PROCESSING PROCEDURES

First time student employees must come to Student Employment Office and complete the employee sign-in packet.

The student is required to bring the New Student Employee Form. Students without all appropriate documentation will not be able to sign in. The form will be signed as a verification of completion. It is the student's responsibility to return a copy of the New Student Employee Form to the hiring department

After the sign-in packet is processed, the new student worker will be assigned as an employee by the Student Employment Office. The hiring department will be able to search for the students name on EPAF.

The department will process the student assignment using the Electronic Personnel Action Form. The E-PAF Data Entry Form may be use to facilitate entry.

All E-PAF entry for new and continuing assignments must be accompanied by either:

- **Employee Acknowledgement of Maximum Hours to Be Worked per Week**, completed by all hourly non-exempt employees with a position number of **500000** or **80000**.

Or

- **Position Job Identification Form for Non-Line Positions**, completed by salaried employees with positions number **300000**.

***THE ABOVE FORMS MUST BE SUBMITTED TO THE STUDENT EMPLOYMENT OFFICE (BUILDING SU 80 ROOM 266), FOR EVERY POSITION, BOTH NEW AND CONTINUING.**

THE FAIR LABOR STANDARDS ACT (FLSA)

It is imperative to keep in mind and understand that Student Employment programs are subject to audit from government agencies. For example, the Department of Labor is responsible for ensuring that employers do not violate the Fair Labor Standards Act (FLSA). Since all student workers are employees, they are subject to the same rights and responsibilities as all other employees.

The 1938 Act sets the federal minimum wage, overtime, employer recordkeeping, and child labor standards. As of January 1, 2007 the state minimum wage is \$6.67 per hour, higher than the federal minimum wage, and will change again in 2008.

PAYMENT PROCEDURES

1. Time Sheets

All Student Assistants, Graduate Student Workers and Federal Work-Study students must report hours worked on the Temp Time Record, and in accordance with institutional instructions, include signatures of the student employee and supervisor to certify accuracy and approval of work hours. Timesheets must contain the number of the payroll and be turned in to each department timekeeper. Timesheets can be found on the student employment website. Exempt Resident Assistants, Graduate Research Assistant/Associates and Graduate Teaching Assistants/Associates are paid on a biweekly rate and do not need to complete time sheets.

2. Payroll Checks/Direct Deposit

Student employees will be paid via direct deposit on the established payday Friday, one week following the end of the biweekly period for which hours of work were performed. It is the university's payroll policy that employees receive their salary and other payments via direct deposit.

INTERNATIONAL STUDENT EMPLOYMENT ELIGIBILITY REQUIREMENTS

International students **MUST** be cleared by the International Student and Scholars Office and **MUST** have a valid social security or tax identification number before they can **BEGIN** employment.

Section 1 For J-1 visa holders: The student must request and receive employment authorization in writing from his/her J-1 program sponsor. The conditions of his/her employment will be specified in the letter, and the student must comply with all conditions so specified.

Section 2 For F-1 visa holders: Students are eligible to accept on-campus employment as follows:

- a) The student must be authorized by CIS to attend FAU. This means that the student received an I-20 from FAU and used it to enter the United States to attend FAU. (NOTE: The student should hold only pages 3-4 of his/her I-20; CIS should have page 1. If the student still has page 1 of the I-20, the student must not begin working; and must consult with an advisor in International Student & Scholar Services.)
- b) The student must be a full-time student in good academic standing. For **undergraduates**, this means the student must register and **maintain enrollment for 12 credit hours** and must maintain a **GPA of at least 2.0**. **Graduate students** must **maintain 9 credit hours** per semester to be considered full-time. The **GPA must be at least 3.0**.
- c) **The student may not be employed for more than 20 hours per week while school is in session.** This includes all paid work the student performs, even if the student is working for more than one FAU department or office. During holiday periods and during his/her annual vacation, the student may work full-time (40 hours) provided the student is eligible and intends to register at FAU for the next semester. **The student should refrain from working off campus without written authorization.**
- d) **The student must maintain legal status in the US.** This means that, in addition to (a), (b), and (c) above, the student must keep his/her **passport valid at all times**,

and request an extension of the program if the student is unable to complete his/her degree by the date specified on the I-20 for his/her current program of study. Certain procedures must be followed when changing from one degree program to another.

Review the above conditions carefully. If the student has any questions about any item, the student should schedule an appointment to meet with an international student advisor in International Student and Scholar Services. If at any time, during his/her employment the student has concerns about his/her employment eligibility, see an advisor in International Student & Scholar Services immediately. **The student is responsible for his/her own legal on-campus employment status: violation of immigration regulations with regard to employment could have serious consequences for the student.**

STUDENT EMPLOYMENT: TAX GUIDELINES

Several components determine an individual's particular taxation such as the way the W-4 form is completed, citizenship status, age, student enrollment status and multiple employments that results in a dual compensation situation.

In the State of Florida, there are 3 taxes that must be addressed during employment:

1. Social Security (6.20% of gross taxable wages up to \$94,200 in 2006)
2. Medicare (1.45% of gross taxable wages)
3. Federal Withholding Tax (see IRS Publication 15, Employer's Tax Guide)

Social Security and Medicare Tax

Undergraduate Student Employees

Criteria for Exemption Eligibility:

1. In order to be exempt from FICA tax, students must be (1) enrolled for at least ½ time status at FAU, and (2) regularly attending classes in the semester at FAU.
2. Students must be "scheduled" to work 32 hours or less in order to have FICA exception. A schedule is determined by the employing department and submitted to Student employment via a Student Appointment form (SAP).

Failure to meet the above criteria will result in the student paying Social Security (6.20%) and Medicare (1.45%) tax on the taxable gross income for the pay period. Each department is responsible for the employer-matching portion of the tax which will come out of the same funding department being charged for the student's salary.

Graduate Student Employees

Criteria for Exemption Eligibility:

1. In order to be exempt from FICA tax, students

must be (1) enrolled for at least ½ time status at FAU, and (2) regularly attending classes in the semester at FAU.

2. Students must be “scheduled” to work 32 hours or less in order to have FICA exception. A schedule is determined by the employing department and submitted to Student Employment via a Student Appointment form (SAP).

Failure to meet the above criteria will result in the student paying Social Security (6.20%) and Medicare (1.45%) tax on the taxable gross income for the pay period. Each department is responsible for the employer-matching portion of the tax which will come out of the same funding department being charged for the student’s salary.

Doctoral Students

Criteria for Exemption Eligibility:

1. In order to be exempt from FICA tax, students must be (1) enrolled in at least ½ time status at FAU, (2) regularly attending classes in the semester at FAU.
2. Students must be “scheduled” to work 32 hours or less in order to have FICA exception. A schedule is determined by the employing department and submitted to Student Employment via a Student Appointment form (SAP).
3. The work performed must be incidental to pursuing a degree.

Failure to meet the above criteria will result in the student paying Social Security (6.20%) and Medicare (1.45%) tax on the taxable gross income for the pay period. Each department is responsible for the employer-matching portion of the tax which will come out of the same funding department being charged for the student’s salary.