

Florida Atlantic University

Student Employment Handbook

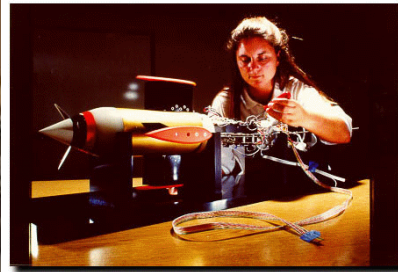
A Guide for Students



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Lab Work



Introduction

The FAU Student Employment Handbook has been prepared to communicate policies and procedures as they apply to student employees. This handbook seeks to:

- To explain policies and procedures used in the employment process
- To communicate expectations for student employees



For more information, please contact the following:

Student Employment Office
Bldg. 10, Rm. 102
561-297-6156

Student Employment Manager
Shari Powell
Bldg. 10 Rm. 102C
561-297-2807
Spowell2@fau.edu

Eligibility and Hours



Eligibility to Work

A student's eligibility to work is based on their enrollment status and their ability to legally work in the United States. Except for Work Study positions, students do not need to demonstrate financial need in order to work on campus.

All students must be enrolled, taking classes and be degree-seeking in order to be eligible to work on campus. Undergraduate students must also maintain a minimum GPA of 2.0 and graduate students must maintain a minimum GPA of 3.0. All students, except for international students, must be registered for at least six credits. International students must be full-time unless they are in their graduating semester. Full-time means 12 credits for undergraduate students and 9 for graduate students.

If students are not registered for classes or they are non-degree seeking during the semester, they are ineligible to work as student employees. To be eligible to work over the summer term students would have had to have been registered and taking classes in the preceding spring semester and must show intent to register for the upcoming fall semester.

Hour Limits

Students may work up to 20 hours per week during the fall and spring semesters and up to 40 hours per week during winter and spring breaks and during the summer term. Students can work more than 20 hours per week with required approval. Undergraduate students working more than 20 hours per week need to provide the Student Employment office with approval from their academic advisor. Graduate students wishing to work more than 20 hours per week need to petition the Graduate College for approval to work over the 20 hour limit.

International students are not permitted to work more than 20 hours per week under any circumstances while school is in session. They can work up to 40 hours per week during winter and spring breaks and during the summer term. No student employee can work for a combined total that is more than 40 hours per week.

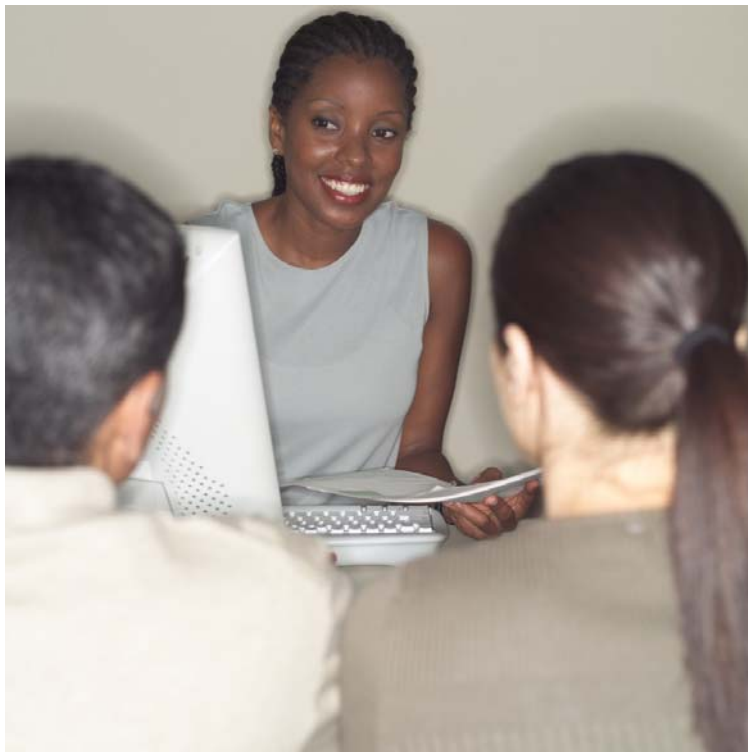
Job Posting and Application Process

All job posting will be done through PeopleAdmin, which is an online database containing all open positions for the University. It is suggested that hiring departments post their open student positions, but they are not required to do so.

You can access PeopleAdmin on the Student Employment web site. To view available positions select “Search Postings”. For Position Type, select “Student”. Once you have selected a position, you will need to submit an application electronically. This is the first step in obtaining a position on campus.

Submitting an application is the first impression that a department or College has of your skills and experience. It is important to highlight any experience you may have that may increase your chances of being offered a job. If you do not have an extensive work history, include any experience having to do with volunteering, babysitting, etc. All of this information can be used to establish responsibility, reliability, skills, and much more.

A background check is required of all new student employees. The paperwork authorizing the University to complete a background check must be completed along with additional employment documents.



Employment Documents

*Every student who is working for the university for the first time must complete an Employment Eligibility Verification form ((I-9) and a Federal W-4 form **before** employment begins. In addition to these government documents, students will also need to complete the following:

- Personal Data Sheet
- Loyalty Oath
- Florida Statutes/Criminal History
- FERPA form
- Security and Confidentiality form
- Public Records form
- Direct Deposit form
- Acknowledgement and Authorization for Criminal Background Check form
- Authority for Release of Information form

As part of the process to complete the I-9 Form, students must present original documents to establish identity and the ability to work within the United States. There are several documents that may be used to establish identity and work eligibility. Please contact the Student Employment Office for a list of acceptable documents. Students must also present an original Social Security card. The Social Security card is required for payroll and tax purposes.

In addition to the forms listed above, International students are also required to submit the following:

- Valid Passport
- I-94
- Visa
- Valid I-20/DS2019
- Social Security Card or Receipt
- Understanding of International Student Eligibility form

Orientation Session

All new student employees must complete a short, on-line orientation session. You can find the link to the orientation session on the Student Employment website. The orientation session will include an introduction to the Student Employment program and a review of Student Employment policies and procedures. Students are to view the presentation in its entirety, print the “Confirmation Page” and present this page to the Student Employment Office.

When all of the employment paperwork is completed, the Student Employment Office will provide the student with an acknowledgement form to be given to their supervisor. This form acknowledges that the student completed the orientation session and all employment paperwork. The acknowledgement form also instructs timekeepers to enter 15 minutes of pay for the time the student spent completing the orientation session.

Start Date

Student employees may begin working once they have completed the orientation session, completed all of the employment documents, and once the Student Appointment form has been received in the Student Employment Office.



Working

Schedules

Both the student and the supervisor are responsible for establishing work periods that do not interfere with class and/or study schedules. Student employees must inform the employing supervisor in advance of necessary changes or deviations from the agreed upon schedules.

Attendance

FAU requires regular attendance and punctuality. Prior notification of an absence or tardiness must be communicated to supervisors. If this is not possible, communication must be made as soon as possible at the start of the scheduled work time. Excessive tardiness or absences may result in termination of the appointment.

Dress Code

Attire should be discussed with the employing supervisor. Students must dress appropriately for their position. Students need to consider that what may be appropriate for the classroom may not be appropriate for their work environment.

Worker's Compensation

Student employees are covered by Florida Worker's Compensation insurance. An injury or illness sustained on the job that is job related must be reported immediately by the supervisor.

Work Habits and Attitudes

When a student is hired, the student becomes a member of a work team. This team relies on the student employee to contribute to the successful operation of the department and the University. Some habits and attitudes that are expected of student employees include the following:

- To accurately report hours worked
- To treat others in a respectful manner
- To report to work promptly
- To communicate with supervisors regarding tardiness and absences

Payroll

*Failure to follow proper procedures by supervisors or student employees may result in untimely payment to students.

Student Timesheet Guidelines

- Student Employment Timesheets can be downloaded and printed from the Student Employment website. To view the timesheet, [click here](#).
- All personal data on the timesheet, such as name, Z number, title, and department must be completed.
- Hours must be accurately documented.
- Timesheets must be signed and given to supervisors the Wednesday prior to the end of the pay period. Timesheets may be submitted two days before the end of the pay period and therefore students are to document the time that they expect to work on the Thursday and Friday of that week.
- Exempt student employees (Resident Assistants, Graduate Teaching Assistants/Associates, and Graduate Research Assistants/Associates) are salaried and do not need to submit timesheets.

Federal W-4 form

Student employee earnings are subject to Federal Withholding Taxes. Students stipulate how exemptions should be calculated by completing the W-4 form. Student Employment personnel cannot advise students on how to calculate these exemptions. Student employees will need to consult with parents/guardians or tax advisors for this information.

FICA Taxes

According to the Internal Revenue procedure 2005-11, FAU provides an exemption from Social Security and Medicare (FICA) taxes for compensation for services performed by student employees if they meet the following criteria:

- They are a student at FAU
- They are employed at FAU and their regular work schedule is less than 32 hours per week

If a student employee works 32 hours or more per week, the student's earnings will be subject to FICA taxes.

Pay Day

Students are paid on a bi-weekly basis, following the pay period in which work was performed. To view the payroll schedule, [click here](#).

Paychecks

Student employees will be paid via direct deposit on the established payday Friday. It is the University's payroll policy that employees receive their pay through direct deposit. Hard copy paychecks are mailed to the student's address on file, if direct deposit is not yet established.

Ending Employment

Student Employment is temporary employment and therefore supervisors may choose to end the employment of student employees at any time for any reason and students may choose to transfer to another department or resign at any time for any reason. Student employees should give supervisors 2 weeks notice before terminating an appointment.



Interview Tips for Students



- Students should be well prepared for interviews with various departments and Colleges.
- Prior to the interview, you should call ahead and find out with whom you will be interviewing.
- Research the College or department where you will be interviewing. Interviewers will be impressed to know that you made a special effort to know more about that particular workplace.
- Be prepared to “sell” yourself. Prepare a concise personal statement that highlights why you should be considered for the job.
- Ask for a job description prior to the interview.
- Bring several copies of your resume, if applicable.
- Get directions to the department or College. Plan to arrive early. Obtain a phone number so you can call in case you are met with unforeseen circumstances.
- First impressions are lasting impressions so you should dress better than suggested. Do not dress as if you are going to class - keep in mind that what is appropriate for class, may not be appropriate for the interview.
- Upon introduction, remember to stand and firmly shake the hand of your interviewer.
- Always remember to smile and maintain eye contact.
- During the interview, relax and enjoy the conversation. Also, use this time to learn any additional information about the College or department.
- Upon the conclusion of the interview, remember to thank your interviewer and ask about the next steps.
- Obtain the interviewer’s contact information so that you can send a follow-up letter or an e-mail.