

Florida Atlantic University

# Student Employment Handbook: A Guide for Students

---

## Student Employment Mission Statement

The mission of the Student Employment office is to provide students and on-campus employers with exceptional employment services in order to.....

## Table of Contents

Introduction.....	4
Eligibility.....	5
Obtaining a Job.....	6
Working.....	8
Student Employee Relations.....	9
Payroll .....	10
Federal Work Study.....	12
Employment Verification and Retention of Records.....	13
Interviewing Tips for Students.....	14

# Introduction

---

The Student Employment Office is a department within Human Resources and is responsible for administering an on-campus employment program for half-time, degree seeking Florida Atlantic University (FAU) students.

This handbook has been prepared to communicate the policies and procedures as they apply to Student Employment and should be used as a reference tool. This handbook outlines regulations and requirements concerning the terms and conditions of Student Employment at FAU. The information contained within are guidelines only and are subject to change at the sole discretion of Florida Atlantic University. As a student employee at FAU, you are required to comply with all of the requirements outlined in this handbook.

Florida Atlantic University is committed to ensuring that each member of the University community shall be permitted to work or study in an environment free from any form of unlawful discrimination or harassment that is based on race, color, religion, age, disability, sex, national origin, marital status, veteran status, sexual orientation, or any legally protected class or basis (each a “protected class”).

Florida Atlantic University reserves the right to modify or change any Student Employment policy within this handbook with or without notice. If you have any questions or concerns, please contact the Student Employment Office.

Student Employment Office

Bldg. 10 Rm. 102

561-297-6156 or 561-297-2807

[stuemp@fau.edu](mailto:stuemp@fau.edu)

# Eligibility and Hours

---

## Student Employment Eligibility

Student employees are temporary (OPS) employees at Florida Atlantic University. As such, student employees are not eligible for benefits including annual and sick leave, retirement contributions, etc.

A student's eligibility to work as a student employee 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 half-time, degree-seeking, and in good academic standing in order to be eligible to work on campus. Half-time status for an undergraduate student is 6 credits and half-time status for a graduate student is 5 credits. During the summer term, 3 credits is considered half-time for graduate students. International students must be registered full-time unless they are in their graduating semester. Full-time status for an international student is 12 credits for undergraduate students and 9 credits for graduate students. GPA is used to determine if a student is in good academic standing. Undergraduate students must have a GPA of at least 2.0 in order to work as a student employee, and graduate students must have no less than a 3.0 GPA.

Exceptions can be made to the GPA requirement. Students with GPAs that fall beneath the minimum, can seek written approval from their academic advisors to work on campus.

Students who are not registered half-time for classes during the fall and spring terms, or they are non-degree seeking, 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 attending class in the preceding spring term and must show intent to register for the following fall term. It is not necessary for a student to be registered during the summer term, in order to work during the summer term.

## Work Hours

Student employees may work up to 20 hours per week during the fall and spring terms and up to 40 hours per week during winter and spring breaks and during the summer term. However, student employees may work more than 20 hours per week during the fall and spring terms with written approval. Undergraduate students and graduate students NOT receiving a tuition waiver must seek written approval to work more than 20 hours per week from their academic advisors. Graduate students receiving a tuition waiver must seek written approval from the Graduate College in the form of a Form 10.

Student employees may have more than one job on campus, but the maximum total amount of hours in which a student employee can work with approval is 40 hours per week and 20 hours per week without approval.

International students are not permitted to work more than 20 hours per week during the fall and spring terms under any circumstances. They can work up to 40 hours per week during winter and spring breaks and during the summer term.

Federal Work Study students must first consult with the Financial Aid office about working hours in addition to their work study assignment.

### Meals and Breaks

Your department may want to offer you a break during your work hours. A break period is 15 minutes in length and is to be included in your total hours worked. Lunch/meal periods are not compensatory time and are to be accounted for in time entry in Workday-this is time for which you will not be paid. The amount of time in which you take for your lunch period is to be arranged with your supervisor.

## Obtaining a Job

---

### Job Posting and Application Process

It is each student's responsibility to conduct a job search, apply for jobs, interview, and be hired.

On-campus, non-Federal Work Study job posting is completed through PeopleAdmin, which is an online applicant tracking system containing all open positions for the University. Hiring departments are strongly encouraged to post their student postings through PeopleAdmin, but they are not required to do so. Hiring departments will submit postings that they have created to Student Employment and the postings will be reviewed and approved by Student Employment staff. Once a posting is approved by Student Employment, it is posted online and is ready to accept applications. Positions are generally posted for 2 weeks, but they can be posted for more or less time as specified by the hiring department. Posted student positions can be removed from the web at any time and without notice.

- To apply for a student position, visit <https://jobs.fau.edu> . Click "Search Postings".
- To only view posted student positions, for 'Position Type' dropdown, select 'Student'. Click 'Search'. All of the posted student positions will appear in the search results.
- To view a posting description, select "View" under the heading 'Student Posting'. Read the description and position requirements carefully. If you feel that you qualify for the position, click the 'Apply for this Posting' button.

- If you have never applied to a student position through PeopleAdmin before, you will need to create a new application. Click the 'Fill out a new Application' link. You will be able to complete an application there.
- If you have applied to a student position through PeopleAdmin, you will have to log-in with your username and password in the 'Existing Users' section. Once you are logged in, follow the prompts to submit your application. If any of your information has changed, such as your address or phone number, you should update your information at this time.
- \*Please note, you will not be able to submit a resume or cover letter unless the posting specifically asks for it.

Your submitted application is the first impression that a hiring department has of your presentation, skills, and experience. It is important to highlight any experience you may have that may increase your chances of being offered a student position. 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.

Once the posting closes, the hiring department will view all of the applications and will determine who they want to interview. The hiring department will contact you directly to schedule an interview. It is important that your contact information be up to date. If a hiring department is not able to contact you, you will not be considered for the position.

If you are contacted for an interview, remember to dress appropriately, research the department that you are interviewing with, and make copies of your resume. If you are unsure as to where the department is, try to locate it the day before the interview. You do not want to arrive late! After the interview, send your interviewers thank you cards or a thank you email.

Once the hiring department has selected an applicant, they will notify Student Employment and the position will be designated as filled. Applicants who were not chosen will receive an email stating that the position was filled.

### Background Checks

All new student employees are required to undergo a background screening. Student employees cannot begin to work until a background screening has been completed. Hiring departments will provide the information for their applicant to Student Employment and that office will initiate a screening through Hire Right. Hire Right will send an invitation for the screening to the email address provided to student employment. The email will include instructions on how to log into the Hire Right site and once in the site, instructions will be provided on how to complete the screening.

Student employee who will be working with a protected class, such as children or the elderly, or hospital patients, will be required to undergo a level 2 background screening which includes having to be fingerprinted. Level 2 screenings are completed off-site. The Student Employment office will send an email with instructions to those students who need to complete a level 2 screening.

# Working

---

## Schedules

Both the student and the supervisor are responsible for establishing work periods that do not interfere with the student's academic schedule, study time, and extracurricular activities. Student employees must inform the employing supervisor in advance of necessary changes or deviations from the agreed upon schedules. Please note that student employees cannot exceed 20 working hours per week without written approval.

## 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. Please note that absenteeism and tardiness can result in termination of an assignment.

## Dress Code

What constitutes proper attire for a work assignment should be discussed with supervisors prior to the assignment start date. Students must dress appropriately for their position as they are representing the University. Student employees 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. Any injury or illness sustained while working, must be reported immediately. In a medical emergency call 911 for emergency assistance or go to the nearest medical facility. Following the arrangement of emergency medical treatment, the supervisor must report the incident to AmeriSys at 1-800-455-2079.

If medical treatment is not required, the employee should only complete a [First Report of Injury-Non Medical Treatment Involved form](#) and send it to the Worker's Compensation Representative in the Human Resources office (Administration Building, Room 114).

If an injury requires non-emergency medical treatment, either the supervisor or injured employee must call AmeriSys at 1-800-455-2079 immediately and prior to obtaining medical treatment. AmeriSys will assist you or the injured employee in selecting an appropriate medical provider from within AmeriSys' Workers' Compensation Services Provider Directory, and will arrange the appointment. For more information regarding Workers' Compensation, please call the Worker's Compensation Representative at 561-297-0319.

# Student Employee Relations

---

## 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
- To represent the University positively

## Student Performance Management

Student employees and their supervisors should discuss any work-related problems as they arise. Steps should be taken to resolve any conflicts. The student employment office recommends that if the matter cannot be resolved internal to the department, the student or the department should contact the Student Employment office to discuss the issue. Please note that the Student Employment office cannot guarantee that a specific outcome be had. The Student Employment office will work with the student and supervisor to bring about a resolution.

## Performance Appraisals

Obtaining feedback is important when it comes to work performance. Having the right tools for giving feedback is essential in the work place. The Student Employment office has developed an easy tool for student employees to obtain feedback about their work performance. A Student Employment Appraisal is available in Workday for students to use to track their progress in their respective workplaces. This appraisal not only can be used for student employees to track their work progress, but it can also be used as a reference for potential employers. We encourage all student employees to ask their supervisor to utilize this instrument during their term as student employees.

## Terminations

Student employees may choose to resign at any time and for any reason. Student employees should give their supervisors 2 weeks of notice before they end their employment with a department in order to give the department time to hire a replacement.

Student Employment is temporary employment and therefore, supervisors may choose to end the employment of student employees at any time and for any reason. However, departments are encouraged to take steps to resolve performance issues with student employees as they arise prior to termination. Please note that departments have the right to terminate a student employee the first time an issue arises.

## Payroll

---

**\*\*Failure to follow proper procedures by supervisors or students may result in untimely payment to students\*\***

### FICA Taxes

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

- Students must be registered half-time
- Students are employed at FAU and their regular work schedule is less than 32 hours per week.

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

### Federal W-4 Form

Student employees' earnings are subject to Federal Withholding Taxes. Students stipulate how exemptions should be calculated by completing withholding elections in Workday. This step is completed during onboarding, but can also be accessed through Workday to make changes. Student Employment staff cannot advise students on how to calculate allowances. Student employees will need to consult with parents/guardians or tax advisors for this information.

### Pay Day

Students are paid on a bi-weekly basis following the pay period in which work was performed.

### 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. Payslips are available in the Compensation tab of your employee record in Workday and are available the Thursday before payday.

### Student Time Entry Guidelines

- All hourly (non-exempt) students are required to account for their hours worked with Check In/Check Out in Workday.
- You will be able to Check In/Check Out at your workstation or at a computer in which your department has designated for this purpose.
- Check in/Check Out is recorded in real time and is to be done daily. The time that is entered is the time that you will be paid for. Please see your supervisor and timekeeper if any adjustments need to be made.
- Exempt student employees (Resident Hall Assistants, Graduate Teaching Assistants, and Graduate Research Assistants) are exempt and do not need to enter their time in Workday.

### Problems with Pay

If any problem with pay is noticed, student employees should first bring it to the attention of their supervisor as many pay issues can be solved at the department level. If a problem cannot be solved within the department, then contact the Student Employment office which will research the matter and bring it to resolution.

### Overtime

Since student employees are not permitted to work more than a total of 40 hours per week, they do not earn overtime pay. However, in the event that an hourly student employee works over 40 hours in a week, they are entitled to the time and a half pay rate.

# Federal Work-Study

---

The Federal Work-Study Program is an employment program in which participants have to demonstrate financial need. It is the Student Financial Aid office that determines if one is qualified for this program. If you are unsure as to whether or not you qualify for Federal Work-Study, please contact the Student Financial Aid office at 561-297-1009.

## Federal Work-Study Employment Guidelines

1. Recipients of Need Based Employment positions are to only have one on-campus job.
2. You will be assigned to a permanent staff member. This person will act as your supervisor and you will report to them each time that you come to work.
3. Once your work schedule has been established, please report on time and work the full schedule. If you are ill or unable to come in to work you must notify your immediate supervisor prior to your scheduled work hours.
4. Discuss problems with your supervisor. If the problem cannot be resolved, the supervisor and student should report to the Need Based Employment coordinator in the office of Student Financial Aid, to request a transfer for the student to another position.
5. Your supervisor will have a timesheet for you. Please sign in and out each time you work. Make sure that exceptions to the prearranged work schedule are properly documented by the supervisor on the front of the timesheet.
6. Telephone or emails are not to be used for personal use.
7. Meals are to be eaten elsewhere on your own time unless stated otherwise by the immediate supervisor.
8. If you arrive early, please consider yourself ready to begin work.
9. Upon completing your work for the day please inform you supervisor of the status of your project and straighten up your area.
10. If you finish a project before your work time is up, please check with your supervisor for new assignments.
11. Please remember to use appropriate office language at all times.
12. Please limit personal conversations between yourself, staff members and students coming into the office.
13. Proper office attire is required at all time.

For questions regarding any of the Federal Work-Study Employment Guidelines above, please contact the Student Financial Aid office at 561-297-1009.

# Employment Verification and Retention of Records

---

## Employment Verifications

FAU uses The Work Number for its employment verifications. This vendor can provide dates of employment as well as salary information. To use this service, please call 1-800-367-5690 and use employer code 13664.

Letters of verification can also be provided by the Student Employment office by request. If you would like to receive an official letter of verification, please send an email to [stuemp@fau.edu](mailto:stuemp@fau.edu) requesting the verification and include, your name and Z number. Please note that we can only verify dates of employment, title and salary information. Verifications requiring information about job duties and character attestation will need to be supplied by the department that you currently work for or have worked for in the past. There is a 48 hour turnaround time for employment verification letters.

## Employment Records and Confidentiality

Florida Statute 119.01 requires that all state, county, and municipal records be open for personal inspection and copying by any person with some restrictions. This means that employment records are public records. Providing access to public records is a duty of Florida Atlantic University per the statute. However, Florida Statute 119.071 allows for exemptions from the requirement under very specific conditions. The Compliance with Florida Statute 119.01 form lists these exemptions and is required to be completed during onboarding in Workday. How this form is completed will determine if your records are kept confidential or not.

## Retention of Records

Florida law requires that Student Employment records be kept for 3 fiscal years after the last date of employment. After this retention period, records are destroyed and are no longer accessible.

# Interviewing Tips for Students

---

- You should be well prepared for the interview process.
- Prior to the interview, call ahead and find out with whom you will be interviewing.
- Ask for a job description prior to the interview.
- Research the entity in which 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 hired for the job.
- Bring several copies of your resume, if applicable.
- Obtain directions to the interview location. 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 an interview.
- Upon introduction, remember to stand up straight and firmly shake the hand of your interviewer(s).
- 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 organization.
- Upon the conclusion of the interview, remember to thank your interviewer(s) and ask about the next steps.
- Obtain the interviewer’s contact information so that you can send a thank-you card or email.