

# SAMFORD UNIVERSITY

## Human Resources Department

### Student Employment Form

This form should be completed by the hiring department.

Student Employee's Name: \_\_\_\_\_ SUID: \_\_\_\_\_

Department: \_\_\_\_\_ Supervisor: \_\_\_\_\_

TCP Approval Mgr: \_\_\_\_\_ Date hired: \_\_\_\_\_ Date to report to work: \_\_\_\_\_

Job Description:  Clerical  Other (Explain) \_\_\_\_\_

Assignment will end on \_\_\_\_\_

Assignment will remain active until Payroll is notified by the department of a change.

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

Please check **one** option:  Use department funding for this position.

Position requires federal work study funding.

Use federal work study funds if available, if not use department funding.

BANNER FOAPAL: *Required for form to be processed.*

Index: \_\_\_\_\_ Fund: \_\_\_\_\_ Org: \_\_\_\_\_ Acct: 612000 Prog: \_\_\_\_\_ Actv: \_\_\_\_\_

- **I will not allow a student to work without seeing their Student Employment Authorization Card.**
- I understand that if a student employee earning federal work study funds exceeds authorized earnings, any overage will be charged to the department budget.
- As a supervisor of student employees, I have read the *Student Employment Guidelines*.

Supervisor signature \_\_\_\_\_ Date \_\_\_\_\_

Print Supervisor Name \_\_\_\_\_ SU ID \_\_\_\_\_

Budget Head Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Budget Head Name \_\_\_\_\_ SU ID \_\_\_\_\_

*The Payroll Office should be notified of any changes on the Student Change of Status Form.*

#### For Payroll Use Only

Payroll Forms \_\_\_\_\_

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

\_\_\_\_\_ Institutional Student Payroll (paid by dept budget) Position \_\_\_\_\_

\_\_\_\_\_ Federal Work Study/FWSCS Total Work Study Funds Authorized \_\_\_\_\_

\_\_\_\_\_ RJASEAR \_\_\_\_\_ TCP P/R \_\_\_\_\_ Date Processed \_\_\_\_\_

# Student Employment Guidelines

I. Students may not begin working until all employment paperwork is completed and they have received a **Student Employment Authorization Card** from the Human Resources department. Complete instructions and a video tutorial are available on the [website](http://www.samford.edu/studentemployment) to guide the student through completing the required paperwork. (<http://www.samford.edu/studentemployment>)

II. **International students** should contact the International Studies Office at 205.726.4334 regarding federal regulations for on-campus employment. If they are given authorization to work on campus, they should send an email to [studentjobs@samford.edu](mailto:studentjobs@samford.edu) with the name of the supervisor and/or department where they've been hired before completing Step I.

III. Student employees will set a **work schedule** with their supervisor that is based on the student's availability and departmental needs. However, student employees should not work more than 20 hours in a week when classes are in session and no more than 27 and a half hours in a week when they are not in class. If a student employee has more than one job on Samford's payroll, including a FWS Community Service job, they should not work more than the maximum hours allowed per week in total.

## IV. TimeClock Plus (TCP)

A. Once all employment paperwork is completed by the student and the supervisor, the student employee will be set up in Banner and TimeClock Plus. Supervisors should instruct student employees how and by which method to use TCP for that job. [Video tutorials](#) are available on the Human Resources website.

B. Each time a student employee works they should do the following:

- Clock in using TCP each time they start work
- Clock out using TCP each time they stop work
- Approve all time worked through TCP daily

C. Student employee and supervisor approval is required in TCP by the payroll deadline which can be found on the [Payroll Schedule](#) on the Human Resources website.

VI. Student employees are paid biweekly. Paychecks can be picked up in the Bursar's Office with a picture ID. If a student employee has direct deposit, an electronic pay stub will be sent to their SU email account. A payroll schedule with TimeClock Plus due dates and pay dates is available on the Student Employment website, <http://www.samford.edu/studentemployment>

## VII. Federal Work Study

For students who have been awarded Federal Work Study (FWS) funds, the award amount will be listed on the approved copy of the Student Employment Form when it is returned to the department. **It is the responsibility of the student employee and supervisor to monitor the award, earnings and remaining balance to avoid unintentionally exceeding the award amount.** This information is available to the student employee on the SU Portal. 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 FWS award may be revised. If this happens, the student employee should notify the supervisor(s) and, if necessary, their work schedule should be modified.