

Student Employment Guidelines – **Students**

I. Authorization to Work

Students may not begin working as a Samford Student Employee until all employment paperwork is completed and they have received work authorization through Human Resources.

Students may view their **Samford Student Employment Authorization** status on my.Samford.edu under the **Employment Resources** tab.

II. International Students

Contact the SamfordGlobal Office at geo@samford.edu and Denene Lemke at dlemke@samford.edu regarding federal regulations for on-campus employment. If an international student is given authorization to work on campus, an email should be sent to studentjobs@samford.edu with the name of the supervisor and/or department in which they have been hired before completing step 1 above.

III. Work Schedules

Supervisors will set a work schedule with their student employees based on departmental need and the student's availability. 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 classes are not in session. If a student has more than one job on Samford's payroll, including a Federal Work Study (FWS) Community Service job, the student should not work more than the maximum hours allowed per week in total for all jobs.

IV. TimeClock Plus (TCP)

Once all student employment processes have been completed and a Student Employment Form has been submitted to HR by the supervisor, the student employee will be set up in Banner and TimeClock Plus (TCP). TimeClock Plus instructions are available on the Payroll website under TimeClock Plus Version 7 tab.

A. Each time a student 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 if no edits are required
- Add a note for any missed punch or edit needed and notify the supervisor

B. Supervisors are required to approve all time worked in TCP by the payroll deadline which can be found under [Payroll Schedules](#) on the [Student Jobs website](#).

C. Accurately recording and approving hours worked in a timely manner are required for continued employment.

V. Student Payroll

Student employees are **paid biweekly**. If a request for direct deposit has been received, an electronic pay stub will be available at my.Samford.edu. If direct deposit is not elected, the student will be assigned a pay card.

VI. Federal Work Study (FWS)

It is the student's responsibility to work together with their supervisor(s) to monitor the Federal Work Study Award, earnings, and remaining balance to avoid unintentionally exceeding the award amount. This information is available at my.Samford.edu. If pay exceeds the FWS award amount, the overage will be charged to the department budget.