

Staff Guide

The University of West Florida

Student Employment Policy and Procedures

OTHER PERSONAL SERVICES (OPS) provides state funded employment to students who are employed through individual departments at UWF. OPS funds are non-need based; a student does not have to apply for, nor be awarded financial aid to apply for a student OPS position.

To be eligible for student employment, students must be registered for classes at UWF in the semester they are working. Exceptions to this rule are:

- 1) Student employees who were enrolled and worked in the spring semester and are returning to classes in the fall but are not enrolled during the summer may continue in “student status” during the summer term. Departments no longer need to convert them over to an OPS staff position.
- 2) Students who are enrolled at another institution (college, university or high school) may work at UWF as a Non-UWF Student. The student must provide proof of attendance by submitting a registration/fee payment receipt from the school they are attending. This documentation must be updated each semester.

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Student Employment—Types of Appointments

Student Assistants are classified into pay grades and titles correlating to a specific pay range (hourly rates). See the [Student Pay Plan](#) and [OPS Student Classification System](#) . Most Student Employees will fall into this category (type).

Graduate Assistants are classified into three categories: Graduate Assistants (general); Graduate *Teaching* Assistants and Graduate *Research* Assistants. General Graduate Assistants must be paid by the hour beginning at or above the minimum wage set by the Dean of Graduate Studies (OPS Pay Grade 206). Graduate Teaching and Graduate Research Assistants *may* be paid on a salary basis. All Graduate Assistants paid hourly must complete web time entry for hours worked.

Resident Assistants are classified as Resident Hall Directors, Resident Assistants, and Resident Advisors by the Housing Department and paid a biweekly stipend similar to salaried employees.

Federal Work Study Students are awarded money from a federally funded program to work in an assigned department. They are paid an hourly wage and may work until the funds are depleted for that specific award. Action sheets must be forwarded to Financial Aid prior to being submitted to HR.

ADVERTISING PROCEDURES

Advertising for OPS Student Employment is not required. However, we strongly encourage departments to use the advertisement option to ensure an equitable opportunity for students. Departments may advertise positions utilizing the online Position, Performance and Employment Management System (PPEMS) at <https://jobs.uwf.edu/hr> to submit a requisition for **Student Employment**.

Advertisements are encouraged to be posted in PPEMS to better serve students by providing all students with **one central location** to find employment opportunities. Students may find these opportunities online at <https://jobs.uwf.edu> and may apply online 24 hrs per day/7 days a week. Questions related to student employment advertising should be directed to the Human Resources Employment section at 850-474-2156 or 850-474-2607.

HIRING PROCEDURES

The student employee must be enrolled in classes for credit (at UWF or at any college, university or high school) at the time of employment. By signing the Student Information and Declarations form, the employee declares that they are an enrolled student. If the employee is enrolled in an educational institution other than UWF, the hiring department must indicate on line 16 ("School of Attendance for All Non-UWF Students") of the [Action Sheet](#) where the student is currently enrolled AND submit proof of registration. The Action Sheet will NOT be processed if the student is not currently enrolled at UWF and line 16 is blank. Incomplete forms may cause delays to the student's payroll check.

Newly hired students should not begin work until all paperwork has been processed and forwarded to HR. If a student has never worked on campus before or has not worked in the past year, a New Hire [Action Sheet](#) must be generated and the following documentation attached to the action sheet. Important note: I-9's must be completed ON or BEFORE the hire date.

- [Student Information and Declarations](#)
- [W-4 Form](#)
- Copy of signed Social Security Card (a receipt for social security card application from the Social Security Administration office with the name and number on it may be used as a temporary work authorization (90 days))
- **Form I-9** with copy of appropriate verifying documents (identification and eligibility to work in U.S.)
- [Loyalty Oath](#) (notarized)

International students should be sent to the International Programs office along with a "Letter of Intent to Hire" and appropriate original, unexpired documents (i.e., passport, visa, social security card, I-94, Employment Authorization Card, I-20, DS-2019, etc.). International Programs will authorize the student to work based on their documentation by stamping Page 3 of the I-20. They will certify the Form I-9 and forwarding the documents to HR for processing. Departments should send the remaining new hire package to HR with a note that International Programs is completing the I-9. Departments may not work the student until the I-9 has been completed and International Programs has given their authorization. Once the student has completed the process through the International Programs office, HR receives an approval to work letter. The approval to work letter is required to complete payroll processing for all international students.

Please ensure that an action sheet is initiated for any change made to a student employee's appointment in your department (i.e. pay change, fund change, class title & code, termination, etc.). It is important to complete an action sheet in its entirety as all information is essential for processing.

PAYROLL PROCEDURES

New Hires

Hiring departments are responsible for submitting new hire Essential Documents. ALL PAPERWORK MUST BE COMPLETED, SIGNED, AND SUBMITTED BEFORE A STUDENT EMPLOYEE CAN BE PUT ON THE UWF PAYROLL SYSTEM! *Departments should not begin working a new hire until all documentation has been completed and submitted.*

If a student is a new hire and does not have a social security card, he/she must apply for a card with correct name and social security number at the Social Security office. It takes approximately two (2) weeks to obtain a card. Upon request, the Social Security office will provide a receipt verifying that the employee has applied for a social security card. Employees may submit this receipt with their essential documents for processing; however, the receipt is only valid for 90 days. Employees must bring their original, signed social security card to the Office of Human Resources for verification within 90 days of hire.

When a student is hired who has worked on campus within the six months, departments are not required to re-submit essential documents for the action to be processed. This would be considered a “new appointment” or “re-appointment”.

When reappointing students who last worked on campus more than six months ago, departments should have the student complete a new W-4 form and bank deposit authorization.

Student Personnel Action Form

The student [Action Sheet](#) including instructions for completion may be accessed online and filled in, then downloaded for submission to HR. The deadline for submitting action sheets to HR for the upcoming payday is ON OR BEFORE 9:00 a.m. Tuesday during a certification week. Any delay in processing the action sheet can result in the student not receiving a paycheck when anticipated.

The action sheet must be signed ***in ink*** by the supervisor, department heads, etc. All grant accounts must be routed through the Research and Sponsored Programs office (Building 11). All Federal Work Study action sheets must be routed through Financial Aide (Building 18). Copies should be retained by the department. It is the initiating department's responsibility to obtain necessary approvals prior to submitting the action sheet to Human Resources.

Currently, minimum wage is \$7.25 per hour. All students can be compensated at a rate within the pay range listed on the STUDENT OPS CLASSIFICATION AND PAY PLAN for the classification in which they were hired. The pay should fit the classification, and the classification should accurately reflect the duties performed. If a department wishes to pay a student above the established pay range, approval from the division head or dean must be submitted in the form of a memo justifying the increase.

A revised action sheet is necessary when one of the following changes occurs:

- Appointment Type
- Classification Title
- End of Appointment *
- Extension of an Ending Date

- Funding Source (Index Code) Change
- Home/TS ORG Code Change
- Pay Rate/Salary Change
- Status Change (OPS Student to Staff and back to Student)

***An action to end appointment will remove web time entry form for the appointment.**

I-9 Form

The hiring department must complete the Employment Eligibility Verification (I-9) Form for all new employees. This form is required by the Department of Homeland Security. The employee completes the top section of the form and the employer completes the bottom section and attaches appropriate documentation (See I-9 Instructions with the form for proper documentation). The I-9 Form and acceptable documentation should be submitted with the Student Action Sheet and other essential documents.

W-4 Cards and Loyalty Oaths

When a student is hired, he/she must complete a W-4 form and Loyalty Oath and provide a copy of his/her social security card for payroll purposes. The Social Security Card may also be used to satisfy (under List C) the requirement for a document to establish employment eligibility on the I-9 form (unless the card states it is not valid for employment). Action sheets will not be processed without a W-4 form and a notarized loyalty oath on file. The hiring department is responsible for explaining the importance of these forms to the new employee.

Paychecks

All UWF employees are paid on a bi-weekly pay cycle. A student employee may obtain his/her paycheck from the hiring department.

Overtime Policy

Overtime occurs when a student works over forty (40) hours in any week after totaling all hours worked in all departments. If a student works in more than one department the time approver in each department should monitor hours carefully to ensure overtime does not occur. Student employees should not work over 40 hours per week. If the student does work over 40 hours in one week, an Overtime Request Form must be completed and approved by the department head and by the appropriate Vice President for the department in which the overtime occurred. The Overtime Request Form should then be forwarded to HR, where the hours will be approved and submitted to payroll for payment. Overtime hours will be paid at 1-1/2 times the employee's hourly rate.

Exemptions//Benefits

Student Employees are eligible for overtime pay and Workers' Compensation but are NOT eligible for such benefits as Social Security, state retirement, vacation, sick leave, unemployment compensation, or health or life insurance. OPS students who are enrolled in fewer than six (6) hours of college credit courses will have Social Security contributions withheld from their check and matched by the department. Please contact the University Payroll Office, ext. 3051 if you have questions concerning this policy as it relates to OPS student employees.

WORK SCHEDULE/TIME REPORTING

Upon reporting to work, the student employee and supervisor should mutually establish a work schedule. **The first responsibility of an OPS student employee is to attend all of his/her classes.** Cutting class in order to work is discouraged. The supervisor should request a copy of the student employee's current class schedule to ensure that the student is not scheduled to work nor has worked during class sessions.

The maximum hours a student employee should work is 40 hours per week. A lunch break is encouraged if the employee is scheduled to work more than 7 hours per day.

International Students

International students with F-1 or J-1 visas are permitted to work a maximum of 20 hours per week on campus. A memorandum from the Foreign Student Advisor indicating approval to work is required before an action sheet can be processed. During break periods, foreign students may work up to 40 hours per week, and if not enrolled for the summer term, he/she may also work up to 40 hours per week. An international student **MAY NOT** work off-campus, unless he/she has permission from Immigration & Naturalization Services.

Web Time Entry

IT IS THE DIRECT RESPONSIBILITY OF THE TIME APPROVER TO CHECK AND VERIFY THE ACCURACY OF THE WEEKLY AND BIWEEKLY TOTAL HOURS WORKED INDICATED ON THE ELECTRONIC TIME SHEET. If errors in entry are made, the time approver/supervisor must request an Effort Recap Form and have the student complete the form. The form must be signed by the student and the supervisor, and then forwarded to HR where the correction will be processed and a copy sent to payroll for any necessary adjustments.

If the student has worked over forty (40) hours in any week, an Overtime Request Form should be completed and routed for appropriate signatures, then submitted to HR for approval.

In NO INSTANCE should the student employee fill in an online time sheet with hours earned in a previous time period. Hours should always be entered exactly as they are worked.

FERPA-(STUDENT PRIVACY ACT)

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. Records relating to a student who is employed as a result of his/her status as a student are considered "education records" and fall under the act. Questions regarding student employment status should be directed to HR or the General Counsel's Office. If you receive an inquiry in your office regarding past or present employment of a student, even the fact that the person was/is a student is confidential and should not be disclosed without a signed release from the student. The release should state that the information may be given to the specific entity making the request.