

**JACKSONVILLE STATE UNIVERSITY**  
**Business Procedures Manual**

**Procedure No: BA III:11:01**

**Effective Date: June 1, 2003**

**Supersedes Policy No: BA III:11:01**

**Dated: August 1, 1998**

**Reference Policy No: III.11**

**Dated: Sept. 1, 1994**

**SUBJECT: EMPLOYMENT OF STUDENT WORKERS**

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**I. EMPLOYMENT OF WORK STUDY STUDENTS:**

When a budget manager has determined the need for a student worker, the manager will review the job descriptions provided in the Student Employee Program Policy (III:11) and determine which job description most closely matches the duties that will be assigned to the student. When the manager has identified the appropriate job description, the manager will complete a "Work Study Student Request Form" (available in the Financial Aid Office). The classification of the student worker to be hired should be noted on this form under "job classification." Student workers are to be paid an hourly wage of not less than federal minimum wage.

**II. EMPLOYMENT OF UNIVERSITY STUDENT EMPLOYEES:**

The student worker job descriptions are designed to apply to students hired under the University Student Employee Program also. Students employed under this program can be either undergraduate or graduate students. (This is not intended for students employed under the Graduate Assistantship Program administered by the Office of Graduate Studies.) When a budget manager is hiring a student under this program, the manager should complete the "University Student Employee Acknowledgment" form (BA Form 55) available in the University bookstore and indicate the classification to which the student will be assigned in the section for description of general duties. The University Student Employee Acknowledgment form will then be signed by the budget manager and the student and forwarded as indicated on the form. Varsity athletes must obtain written permission to work from the JSU Compliance Director. Student workers are to be paid an hourly wage of not less than federal minimum wage. Students may normally work up to an average of 20 hours per week during periods of enrollment. With permission of the appropriate vice president, employment exceeding this limitation may be approved. During periods of non-enrollment, students may work up to 35 hours per week.

### III. CHANGES TO JOB DESCRIPTIONS:

The student worker job descriptions are intended to cover the essential elements of the jobs that students are asked to perform. While a specific job description may not mention all of the tasks that a manager may assign to a student, the job description will provide a general overview of the tasks. Budget managers are free to specify additional duties to the description to fit the needs of their areas. However, if a manager believes significant or essential duties and responsibilities to be assigned to the student worker are not represented in the existing job descriptions, the manager should contact the Office of Personnel Services. Personnel Services will review that job description and make any appropriate modifications.

### IV. COMPLETING STUDENT EMPLOYMENT AUTHORIZATION:

- A. Work Study Students:** Work slips are prepared by Financial Aid and brought to Payroll a few days before the semester begins. Students must come by the Payroll Office before they begin work and pick up work assignment slips. The work slip must be given to the supervisor before the student can begin work.
- B. University Student Employees:** University Student Employee Acknowledgments (available in the Financial Aid Office and in the Payroll Office) are prepared by the budget managers where the students will be employed. It is the student's responsibility to bring the completed contract to Payroll before beginning work.

Before Work Study or University Student Employees can be placed on the payroll, the following items must be presented to the Payroll Office:

1. Proof of eligibility to work (usually a Social Security Card) and,
2. Proof of identification (usually a driver's license, military ID or passport).

The following forms must be completed in the Payroll Office before the student will be placed on the payroll.

1. W-4 - Employee's Federal Income Tax Withholding Allowance Certificate
2. A-4 - Employee's State Income Tax Withholding Exemption Certificate
3. I-9 - Employment Eligibility Verification.

The Payroll Office will enter the necessary information into the computerized student payroll system which will activate the new record.

**V. PROCESSING OF STUDENT PAYROLL:**

Approximately 4 to 5 days before the end of each month, time sheets will be generated by the computerized student payroll system. The time sheets are mailed by Payroll to each department where they are completed and signed by the student worker. The number of hours worked per day must be indicated. The official budget manager then verifies the hours worked and signs the time sheet authorizing payment.

Payroll time sheets must be returned to the Payroll Office on the first working day following the month worked. Payroll will check the time sheets and enter hours worked into the student payroll system. Student checks are released at 2:00 p.m. on the fourth working day following the month worked. Checks are distributed to the students' campus mail box.