

SAMFORD UNIVERSITY

Human Resources Department

(205)726-4638 studentjobs@samford.edu

<http://www4.samford.edu/studentemployment>

Student Employment Guidelines and Procedures

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. If a student employee has more than one job on Samford's payroll, including a FWS Community Service job, he/she should not work more than 20 hours total per week.

Time sheets

- A. Time sheets will be mailed to the supervisor after all necessary paperwork is completed and received in Human Resources/Payroll Department.
- B. Careful attention should be paid to time sheet directions and due dates to ensure timely payment. Student employees should also be aware of deadlines set by the supervisor within their area/department.
- C. The student employee and supervisor signatures on the time sheet certify that the information submitted is a true statement of the hours worked.
- D. Student employee time sheets must be delivered to the Payroll Office by a faculty or staff member of Samford University. Time sheets delivered by students will not be accepted.

If the student employee has more than one job, he/she is responsible for filling out the correct time sheet for the corresponding job. Each job has a position code (ex: WSSM98-00) which, particularly in the case of multiple jobs, should be carefully noted. **The position code is printed on the time sheet as well as the Student Employment Form.**

Student employees are paid biweekly. Paychecks may 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.

Federal Work Study

Students who have been awarded Federal Work Study (FWS) must not earn more than the amount of their FWS award. The Office of Financial Aid will inform students of the amount of their FWS award. **It is the responsibility of the student and the supervisor to monitor the award, earnings and remaining balance to avoid exceeding the award amount.** This information is available to the student employee on the SU Portal. For instructions, choose "Federal Work Study on the Web" from the menu on the Student Employment website.

If a student employee exceeds the FWS award, the overage will be charged to the departmental budget. Remember that due to additional financial aid which may be received, a student's Federal Work Study award may be decreased, increased, or eliminated. If this happens, the student employee should notify the supervisor(s) and, if necessary, their work schedule should be modified.