



IMPORTANT INFORMATION AND REMINDERS

NEW PAY SCALE

The Student Employment Office (SEO), in conjunction with the Financial Aid Office, have developed a pay scale. The pay scale is applicable to FWS and NFWS positions. A description of each pay level follows:

Level I

Duties are routine in nature; no prerequisites; supervised

Examples: Office Assistant, Sign-In Assistant

Level II

Duties are routine; knowledge of tasks required; prerequisites or certification may apply; general supervision

Examples: Tech Support Assistant; Student Patrol, Ambassador/Tour Guide

Level III

Duties are complex; certification may be required; works independently

Examples: Note Taker, Tutor

Pay Level Rates (Student Employees)



Pay Level I \$15/hour

Pay Level II \$16/hour

Pay Level III \$18/hour

REMINDERS

- Student employees may not begin working until their position has been approved by the Student Employment Office (SEO).
- A student must be enrolled at the University to be eligible for student employment.
- New student employees must provide proof of identity and eligibility to work in the United States and complete an I-9 Form before they are able to work at the University—for more detailed information on the I-9 Form, please refer to the I-9 Compliance and Requirements section on this page.
- Student employees are paid on a weekly basis (unless otherwise specified).
- The hourly rate of Federal Work Study (FWS) and Non-Federal Work Study (NFWS) positions will be determined by the SEO (excludes grants and positions with tuition benefits).
- Student employees are allowed to work a maximum of 20 hours per week during the academic year and 35 hours per week during academic breaks, all jobs combined.
- If a student is working in more than one position on campus, the hours of the positions should not overlap.
- Student employees must use their online time sheet and record their work hours on the day that the hours are worked. For more information about online time sheets, access the link, Supervisor Web Time Entry Guide.
- Student employees must take and document a 30-minute break if scheduled to work 7.5 hours and more in a day. Half-hour breaks must be taken some time after the first 2 hours of work and before the last 2 hours of the work day.
- Student employees may work a maximum of 8 hours per day.
- Only the hours worked in the current week can be recorded on an online time sheet.
- Student must submit their online time sheet for supervisor approval by 10:00 a.m. on Mondays unless otherwise instructed by the Payroll Office or their supervisor.
- Supervisors must approve all online time sheets by 9:00 a.m. on Tuesday of each week unless otherwise instructed by the Payroll Office.
- Students should not be working during scheduled class time.

EMPLOYMENT FOR INTERNATIONAL STUDENTS DURING THE SUMMER

Registered full-time during Summer I, Summer II or both:

- Can work a maximum of 20 hours on campus during full-time status in a Summer Session.

Not registered during Summer Session(s) but registered for upcoming Fall term:

- Can work a maximum of 35 hours on campus during the Summer Sessions.