

# Student Employment Guide



## Student Employment Advantages...

- ✓ Academic Success
- ✓ Career-Related
- ✓ Communication
- ✓ Experience
- ✓ Flexibility
- ✓ Income
- ✓ Leadership
- ✓ Networking
- ✓ Opportunity
- ✓ Outreach
- ✓ Peer Support
- ✓ Personal Growth
- ✓ Problem Solving
- ✓ Professionalism
- ✓ Self-Confidence
- ✓ Teamwork
- ✓ Time Management
- ✓ Transferable Skills

# Employment Eligibility

Students interested in work opportunities will find information about part-time employment by visiting our website [southern.edu/studentjobs](https://southern.edu/studentjobs). Please follow the instructions given in each individual posting to apply. The student job board is updated as positions become available, therefore students are encouraged to check back frequently for new opportunities.

To be eligible to work on campus during the school year, a student must be enrolled for a minimum of 6 hours for undergraduate excluding dual enrollment courses and 5 credit hours for graduate students.

## How Many Hours Can I Work?

### Academic Year

- During the academic school year student employees are limited to a maximum of 24 hours per week including all on-campus positions (this limit applies to breaks, but excludes summers).
- You are allowed to work multiple jobs, but the total combined hours must not exceed the 24 hours work maximum.
- It is your responsibility to arrange your hours with your employer(s) to ensure that you do not exceed more than 24 hours.

### Summer Hours

- During the summer sessions student employees are limited to a maximum of 38 hours per week including all on-campus positions.
- If a student works in multiple departments, the student and the supervisor of each department must work together to ensure the student does not exceed the maximum hours per week.

### International F1 Students

- F1 students are eligible to work on campus a maximum of 20 hours per week.
- You are allowed to work multiple jobs, but the total combined hours must not exceed 20 hours in any week.

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*Further limitations on hours may apply in certain situations.*

*The 24 hours per week must be followed every week. (For more information on this policy please contact Human Resources or refer to the Student Handbook).*

## How to Complete the Hiring Process

All students who are offered a position on campus must bring a labor assignment form provided by their hiring supervisor along with original documentation (no copies) proving their identity per the employment eligibility verification form I-9 to the Human Resources department before they can start work.

A complete listing of acceptable documents, can be found on page 5 of form I-9 <http://www.uscis.gov/sites/default/files/files/form/i-9.pdf>

## Getting Paid

### When and How Much Do I Get Paid?

Students are paid every other Friday and by default, students receive 25% of their earning directly transferred to their personal bank account. The other 75% is credited to the student's school bill at Southern.

Students wishing to change the default wage percentages need to speak with their student finance counselor. Federal Work-Study students will receive 100% to their personal bank account unless the Human Resource office is otherwise notified by the student or their student finance counselor to make a change.

All students are required to fill out a Direct Deposit form at the time of hire. Direct deposit is a safe and effective way to have your earnings automatically deposited into your checking or savings account.

Student's base rate of pay is determined by factors such as class standing and experience at the time of hire. Wage increases are not automatic but determined by the employing department and are recommended to recognize each additional year of the student's work performance, experience and/or education.

### Where Did My Money Go?

Being a student does not automatically exempt you from having to pay taxes. All students are required to fill out a W-4 tax withholding form at the time of hire. Your earnings are subject to applicable tax withholdings, according to the answers you supply on the form.

Students are encouraged to view their EFT statements online to help answer any questions about earnings and deductions. To view EFTs:

- Log into your Southern account with your username and password:
- Click on the employee tab
- Then click on EFT Statements
- Select the EFT statement for the pay period you would like to view.

## Student Employment Success

Working up to 12-15 hours a week (as most students do) shouldn't affect your grades. Studies show that students who work part-time do just as well or even better academically than those who don't. Studies also show that students who work on campus are more likely to persist in their studies. Through your job, you'll become better acquainted with faculty, staff and other students. We hope that you take advantage of student employment opportunities at Southern.

Work experience enables you, as a student, to explore career options, discover your strengths and weaknesses and learn how your academic knowledge can be applied to the workplace. Not only will you be able to earn money to help pay for your educational expenses, the work experience you gain may make you more marketable to potential employers after you graduate!

### We're Here To Help!

Please visit [southern.edu/studentjobs](https://southern.edu/studentjobs) or contact:

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