



## Student Employment Eligibility

Welcome to **Student Employment Services (SES)**. As a student employee of the University, you must maintain your academic and employment eligibility for continued participation in the work programs. Please review carefully the following employment/payroll policies and regulations. It is your responsibility as a student employee to maintain your eligibility.

The following applies to your current and any subsequent student employment hereafter. This highlights the major policies and it is not an exclusive list of responsibilities. Your employer may also have additional office work policies pertaining to your position. As a student employee, you must:

- Complete pre-employment paperwork before the start of work. All work performed prior to completing paperwork is considered as unauthorized and will not be paid. Job offer/acceptance may be rescinded by the supervisor/student. Failure to complete paperwork in a timely manner may result in employment eligibility being revoked.
- Understand that earnings are taxable income and subject to tax-withholdings/other appropriate payroll deductions.
- Be actively enrolled in class. Notify Student Employment when withdrawing from the University. Any type of withdrawal (suspension, transfer, negative service indicators) may result in immediate termination of employment. Graduating students may work up to the last day of finals in the semester. Hours worked after withdrawal are considered as unauthorized and will not be paid.
- Report hours worked to supervisor in a timely manner. Students are paid by the work hour and cannot be paid in advance or in a lump sum. All hours recorded must reflect true and accurate hours performed. If your supervisor does not have a way for you to sign in/out of work, contact the SES office immediately. Falsifying timesheets will result in immediate termination of employment and subject to judiciary procedures.
- Not work for more than 8 hours a day or 40 hours per week; 10-15 hours a week is recommended. International students cannot work more than 20 hours per week when classes are in session. This is a combination of all jobs held with the University. You are entitled to a 30-minute unpaid lunch break if your shift is more than 6 hours in the day.
- Not conduct personal business on the job without supervisor's permission (email, calls, internet, etc.). Do not do your homework on the job. Break/lunch times are scheduled by department/supervisor. You should sign in/out for lunch.

- Understand that a student job is considered as part-time, non-benefited work. Positions are contingent upon available funding (work-study or institutionally funded). Student workers are employee-at-will. Employment can be terminated at any time by student or supervisor, with or without cause.
- Report to work as scheduled and notify supervisor in advance of any possible delays or absences. You must not work during scheduled classes/exams or outside your regular work-shift. Ask for supervisor's permission to increase or decrease work schedule. Unauthorized hours worked will not be paid.
- Give two-week advance notice for resignation. Final paycheck may be delayed if office property (work ID, keys, equipment) is not returned by the last day of work.
- Read and follow the Student Employment procedures and the University's Student Code of Conduct. Information is available online through [umb.edu](http://umb.edu). SES Staff is here for assistance.
- Review the Non-Discrimination and Harassment Policy found on HR's website at [hr.umb.edu/policies](http://hr.umb.edu/policies).
- Understand the job expectations and perform tasks at the highest of your ability. Discuss and seek clarification with supervisor if experiencing difficulties at work. Understand and follow the work policies in your department.
- Keep address and personal payroll information up-to-date with Student Employment Services/ Student Payroll.
- Maintain confidentiality of information acquired through employment. This may include but is not limited to student, faculty, staff personnel or academic records. Abuse or misuse of data may be subject to disciplinary or judiciary procedures.
- Not abuse or misuse office equipment for fraudulent or criminal activities.
- Understand that violations of Student Employment policies, University/Departmental policies will result in disciplinary actions, which include termination of employment, enacted by Supervisor and or SES Office.
- Reasonable Workplace Accommodation can be requested through the Human Resources office.

Understand SES reserves the right to modify policies, as needed and without notice, to adhere to governmental or University regulations. The Student Employment policies listed herein are not all-inclusive.