

# SEATTLE UNIVERSITY'S

## GUIDE TO ON-CAMPUS STUDENT EMPLOYMENT

The purpose of the Guide to On-Campus Student Employment is to provide a one-stop resource for faculty/staff on the policies of student employment at Seattle University. This guide is revised annually to remain current on federal, state and campus regulations.

### **Student Employment**

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**Law Students in Law School Jobs: Contact the Law School's Student  
Financial Services**

Phone: 206-398-4250

[lawfa@seattleu.edu](mailto:lawfa@seattleu.edu)

## SUPERVISOR QUICK REFERENCE TO HIRE A STUDENT EMPLOYEE

1. Develop a job description.
2. Post the position to Handshake. To **obtain staff access** on Handshake contact [Angela Cabatbat](#), Assistant Director of Employer Relations for the Career Engagement Office.
  - a. If you would like to verify students' Federal Work-Study eligibility, request a [Work-Study Authorization form](#) as an 'Other Required Document' on the job posting. This is a form that (only) students can generate in forms.seattleu.edu to confirm their work-study status.
3. Review applicants on Handshake and conduct the hiring process.
4. Complete a [Student Employment Action Form \(SEAF\)](#) to initiate the hire. SEAFs should be submitted at least 10 days before the student's start date to ensure completion of I-9 if needed and to allow time for review and approval.
5. First-time student employees are required complete their new hire paperwork before they can be cleared to work.
  - a. Domestic students and international students who already have a Social Security card should complete their paperwork online:
    - i. [W-4](#)
    - ii. [I-9](#)
  - b. International students (who do not have a Social Security card) should complete the paper forms:
    - i. [W-4](#)
    - ii. [I-9](#)
6. First-time student employees must [schedule an appointment](#) for their start date or sooner to show their I-9 **original documentation** (no photocopies) and submit their [Direct Deposit form](#) at the Redhawk Service Desk (on the second floor of Vi Hilbert Hall).
  - a. Domestic students can read more about valid documentation types [here](#)—documents commonly used by students are Passport, ID/License, Birth Certificate, and Social Security Card.
  - b. International students should bring their I-20, I-94, foreign passport, and receipt of completed Social Security number application (or Social Security card if they already have one).
7. After the student has completed their paperwork (if applicable), they will receive an email when they are cleared to work.
8. Both the student & supervisor(s) will be able to access [Web Time Entry](#) shortly thereafter.

## SECTION 1: INTRODUCTION AND POLICIES

Seattle University is proud to sponsor a large on-campus student employment program that supports many students who are responsible to work and contribute to their cost of attendance at SU. On-campus employment allows students to work and earn while learning valuable work skills and employer expectations in the convenience of a university setting. Working on campus helps students to become connected to the campus community and has been shown to contribute to their academic success. This allows the student's educational experience to continue beyond the walls of the classroom and is part of Seattle University's commitment to the growth of the whole person.

Student employment is also critical for the numerous offices across the SU campus where students are hired to perform many different functions. Student employees are a vital part of the success of Seattle University. Supervisors have a unique opportunity to participate in the education of Seattle University's students. Hiring students not only provides a valuable resource to the university's staffing, but also helps students gain work experience and funding for their education.

Student Employment is committed to assisting both students and supervisors through the employment process. **In addition, we must ensure that Seattle University remains in compliance with various federal, state and institutional regulations.** This guide is intended to provide supervisors with information on how to locate, hire, and pay a student employee. It also provides information on institutional policies, required documentation, important deadlines and the role of a student supervisor.

### Equal Employment Opportunity Policy

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The University provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, gender identity, genetic information, political ideology, or status as a Vietnam-era or special disabled veteran in accordance with applicable federal, state, and local laws. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfers, and leaves of absence, compensation, benefits, and training.

The University administers all policies, practices, and procedures in ways that are consistent with the University's Catholic and Jesuit character.

Supervisors **must** ensure that they adhere to the above policy when recruiting, interviewing and hiring a student employee. Students who feel they have experienced employment discrimination based on any of the abovementioned circumstances should be referred to the Associate Vice President for Human Resources located within the Human Resources Office, Rianna Building (RINA), #200, 718 – 12<sup>th</sup> Avenue (between Cherry and Columbia) as well as the Student Employment Coordinator in the Office of Student Financial Services, Vi Hilbert Hall (HILB), Room 200. All employment grievances based on discrimination are processed through the Human Resources Office.

### Individuals with Disabilities

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Seattle University complies with the Americans with Disabilities Act, Section 504, of the Rehabilitation Act and applicable state and local laws providing for nondiscrimination in employment against qualified individuals with disabilities. The University also provides reasonable accommodation for such individuals with disabilities.

An employee or applicant seeking an accommodation in connection with employment should first contact the Office of Human Resources for assistance. It is the responsibility of the employee to provide the university with

adequate notice of the disability, to request the particular accommodation, and to provide any necessary medical verification of a disability-related need for the accommodation. On receipt of an accommodation request, Human Resources will meet with the requesting individual and other relevant University personnel to determine the individual's needs and the availability of reasonable accommodations. Complete information about accommodations for individuals with disabilities, including appeal procedures, may be found in Appendix E, the Section 504/ADA Policy and Appeal Procedure.

Supervisors must not discriminate against a disabled student applicant or employee who is otherwise qualified to perform the job. Supervisors are encouraged to contact the AVP for HR/EOO for guidance in determining reasonable accommodations for disabled students.

## Sexual Harassment Policy

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The University seeks to maintain a learning and working environment free from harassment consistent with its mission and sound business practice. Sexual harassment is a form of unlawful discriminatory conduct that compromises the work environment of employees. Sexual harassment is a form of unlawful discrimination and is prohibited by Title VII of the Civil Rights Act, Title IX of the Education Amendment of 1972, and the Washington State Law Against Discrimination (RCW Chapter 49.60).

The University is committed to taking all reasonable steps to prevent sexual harassment and does not tolerate sexual harassment in any form between or among members of the University community. Persons of either sex may be victims or perpetrators of harassment. Sexual harassment may occur between persons of the same sex. The University takes appropriate corrective action with those at all levels within the University community who engage in sexually harassing behavior.

All employees are responsible for ensuring that their conduct does not sexually harass any other member of the University community. This includes all academic and employment conditions at the University, wherever students and/or employees are engaged in University business.

The University does not tolerate sexual harassment of an employee by a third party doing business with the University or on the University premises. Independent contractors, vendors, visitors, and others are expected to comply with this policy, and the University will take appropriate corrective action if they fail to do so. Students should become familiar with Seattle University's [Sexual Misconduct Information and Resources](#).

## Maximum Weekly Hours Policy

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According to the policy established by Seattle University, student employees may work **no more than 20 hours per week while school is in session.**

During periods when classes are not in session, student employees may work up to 40 hours per week. The scheduled periods of non-enrollment are winter, spring, and summer breaks. During Summer Break, students are limited to 20 hours per week for any period they are enrolled half-time or more (6 or more credits as undergraduate students; 3 or more credits as graduate students) in summer session classes.

## Remote Work Policy

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Supervisors may choose to allow their students to work remote or hybrid schedules. However, student employees MAY NOT work remotely outside of WA state, EXCEPT for during scheduled academic breaks, i.e. summer, winter, spring, and holidays. Supervisors who choose to allow student employees to work remotely should have a structure and clear expectations in place to ensure student employee productivity.

## Meals and Rest Periods

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No student employee will be required to work more than five consecutive hours without a meal period. The student's supervisor will schedule one unpaid hour for the student's lunch any time the student is scheduled to work more than five consecutive hours. This cannot be waived and the employee must be completely off duty during this meal period.

The University affords a fifteen (15) minute break for every four (4) continuous hours of work. These policies are in compliance with [Washington State Department of Labor & Industries Workplace Rights](#).

Time not taken as a meal or rest period cannot be used to shorten the workday, accrue compensatory time, or be added to the meal period.

## Paid Sick Leave

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Student employees will be awarded one (1) hour of sick leave for every 30 hours worked. Up to 72 hours of unused sick leave may be carried over from one year to the next unless the student employee incurs a separation from university employment. Student employees are not eligible to be paid for unused, accrued sick leave upon separation from university employment. When there is a separation from university employment and the student employee is rehired to any university position within 12 months, previously accrued unused paid sick leave shall be reinstated.

\* Applied in accordance with Seattle University's Sick Leave Policy as found in the HR Manual

## Complaint Procedure

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Misunderstandings or conflicts can arise in any organization. To ensure effective working relations, it is important that such matters be resolved before serious problems develop. If a situation exists that an employee believes is detrimental to the employee or to the University, the employee should follow the procedure described here for bringing the complaint to the University's attention.

The student employee should first discuss the matter with their direct supervisor. If the problem is not resolved after discussion with their supervisor, or if for any reason the employee does not want to discuss the matter with his direct supervisor, the employee may discuss the matter with the office head. In an effort to resolve the problem, the office head will consider the facts, conduct any necessary investigation, and may also review the matter with a member of HR. The employee will normally receive a response regarding the problem within five (5) working days of meeting with the office head.

The University does not tolerate any form of retaliation against employees availing themselves of this complaint procedure. The procedure should not be construed, however, as preventing, limiting, or delaying the University from taking disciplinary action against any individual, up to and including termination, in circumstances (such as those involving problems of overall performance, conduct, attitude, or demeanor) where the University deems disciplinary action appropriate.

## Students Working in More Than One Position on Campus

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Students may be employed in more than one position on campus. When this is the case, coordination between all of a student's supervisors is required to ensure that the student does not work a combined total of more than 20 hours per week. Further, the combination of work-study earnings for students who have more than one work-study job may not exceed the amount of their work-study award. There is one exception to this rule:

**Students who are working in a student employment position and also hold a term-paid position on campus** are not held to the maximum hours per week calculations. For instance, students receiving a term-payment for work they do in an elected Student Government of Seattle University (SGSU) position may work the hours needed for that position while at the same time maintaining current on-campus employment. Total time combined for both jobs may exceed 20 hours per week in this situation but the time for the student employment position cannot exceed 20 hours per week. The term-paid position is completely separate but, again, the student's gross earnings for a work-study position cannot exceed their work-study award amount.

Students may NOT be hired simultaneously as both student employees and part-time, benefited members of the SU staff or faculty. Due to classification restrictions students may be hired as one or the other, not both.

## Student Employment vs. Temporary Employment

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Undergraduate and graduate students who are enrolled at least half-time will **always** be considered student employees.

Under the following conditions, a student will be considered a temporary employee at Seattle University:

1. When the student has graduated from SU and the on-campus employer wants to continue employing the student for an additional amount of time.
2. When the student is enrolled less than half-time during the academic year (5 credits or less as an undergraduate student; 2 credits or less as a graduate student).
3. When the student is enrolled at another college/university.
4. When the student is a contracted temporary employee hired through an outside agency.

In these situations, the student is a temporary employee, not a student employee. Supervisors should work with Human Resources to hire temporary employees.

If your student is registered less than half time or withdraws from the university, please contact Student Employment immediately.

## Drug and Substance Abuse Policy

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University employees have the responsibility to perform their jobs in a safe, conscientious, and effective manner. University employees must be able to work in a drug-free environment and themselves be free from the effects of drugs. The following conduct is strictly prohibited and may result in immediate termination of employment:

- An employee's manufacture, sale, or possession of a controlled substance or drugs not medically authorized.
- An employee's use of a controlled substance or drug not medically authorized in the work place that affects job performance, or poses a hazard to the safety and welfare of the employee or other employees.

If an employee is convicted of a criminal drug statute, she is required to report his or her conviction for a violation occurring in the work place to her immediate supervisor within five (5) days after such conviction.

An employee who observes, or has knowledge of, other employees in a condition that affects their ability to perform job duties or poses a hazard to the safety and welfare of others shall promptly report the condition to her own supervisor.

The University takes seriously its commitment to provide a drug-free working environment. Anyone with a drug or substance abuse problem is encouraged to seek assistance before the problem affects his/her employment status. To comply with the Federal Drug-Free Work-Place Act of 1988, HR provides a list of agencies that provide rehabilitative and counseling services.

On receiving a report of a violation of the Drug/Substance Abuse Policy, the Associate Vice President for HR,

the Public Safety Manager, and the Director of Public Safety follow the procedures outlined below.

1. Gather information and document facts about the incident.
2. Conduct an investigation into the allegations surrounding the report.
3. Prepare an investigative summary with all relevant facts and information.
4. Make recommendations for corrective action.
5. Determine whether or not the facts warrant the involvement of outside law enforcement agencies.

The Seattle University Substance Abuse Policies and Prevention Program apply to all students taking one or more classes for any type of academic credit and all employees, including faculty, staff and administration.

Student employees must also adhere to Seattle University's Substance Abuse Policies and Prevention Handbook.

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## **Workplace Attire**

The University's HR Policy for workplace attire applies to student employees; however, it is important to keep in mind that student employees are often working in between classes and other school activities. Employees are expected to dress in a manner appropriate to their working environment and tasks, and as such departments/offices reserve the right to have their own guidelines on clothing in the workplace appropriate to the nature of their tasks. Employees should consult with their supervisor about attire specific to their office.

We encourage you to consider how white supremacy has impacted traditional views of professionalism and professional dress, and to develop anti-racist dress code policies for your office/department. If you would like to learn more, please reach out to Student Employment.

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## **Reporting On-the-Job Injuries**

If a student is injured while on the job, the student must report the injury to his/her supervisor and complete an incident report with the Office of Public Safety in Room 102 of the University Services Building. If medical treatment is necessary, a Workers Compensation Form must be completed at the point of medical treatment.

Visit the Seattle University [Human Resources website](#) for more information.

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## **Interviewing Potential Student Employees**

Supervisors must avoid any prohibited pre-employment inquiries as outlined in the Washington Administrative Code (Chapter 162-12 WAC Pre-employment Inquiry Guide and Chapter 162-16 WAC Employment). Appendix A of this guide contains the link to the Administrative Code which includes a sample of prohibited inquiries.

## SECTION 2: STUDENT EMPLOYMENT ELIGIBILITY

### Types of On-Campus Student Employment

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There are two types of student employment on campus: non-work-study and federal work study (federally subsidized, need-based financial aid). Both types require that the **student be both matriculated and enrolled at least half-time** (six or more credits as an undergraduate student; three or more credits as a graduate student) during the academic year to be classified as a student employee. Failure to meet this requirement will cause the student's student employee status to be terminated for the quarter in question and, to continue, he or she will need to be hired as a temporary employee through the Office of Human Resources. **It is the responsibility of the student and supervisor to ensure that enrollment status is monitored for adherence to this policy.**

#### Federal Work Study Students

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The Federal Work-Study (FWS) program, authorized by Congress in 1965, is designed to promote the part-time employment of students. Student eligibility is based on "financial need" as determined by the information provided by the student on the Free Application for Federal Student Aid (FAFSA). Students must complete the FAFSA each year in order to be considered for Federal (On Campus) Work-Study eligibility, as well as for the other types of financial aid. Eligibility and award amounts may change from one year to the next. Wages paid to work study students are subsidized by the Federal Work-Study Program. Student earnings for the work study program come directly from Reporting Unit Budgets.

#### Non-Work-Study Students

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Student employment opportunities are available to all eligible students, regardless of financial need based on the FAFSA. Student earnings come directly from Reporting Unit Budgets. Some offices may be allocated funds within their operating budgets for hiring non-work-study students. All hiring and reporting procedures follow the guidelines established for the Federal (On Campus) Work-Study program.

#### International Students

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**A social security card with Tax ID Number will be required for the student to get paid.**

International students enrolled full time with an F-1 Visa status are allowed to work as regular student employees on campus. It is important that the I-20 is valid and current to seek and maintain on-campus student employment at Seattle U.

Upon hire, eligible international students must be prepared to present their I-20, unexpired foreign passport, I-94, and receipt of their completed Social Security number (SSN) application (or their Social Security card if they already have one). Students are strongly encouraged to apply for an SSN as soon as possible upon receiving a job offer.

International students that apply for a social security number will be required to show proof that they have been offered an on-campus job when going to the International Student Center in Room 160 of the James C. Pigott Pavilion to receive an application letter. A copy of the Student Employment Action Form or letter from the office supervisor meets this requirement. After the student applies for a social security card, he or she will need to bring a copy of the receipt to the Redhawk Service Desk. Read more about how to apply for a Social Security



number on the [International Student Center website](#).

The student will receive an email when they are cleared to work. However, they cannot be paid until the Social Security card is received, which must be within 30 days of their start date. International students who begin work with an SSN receipt must [schedule an appointment](#) to update their I-9 once they receive their Social Security card.

All hiring and reporting procedures for international students follow the guidelines established for on-campus student employment.

## On-Campus Student Employment Pay Rates

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**On July 1, 2016, previous pay levels 1-4 were dissolved and replaced by two position categories: Student Employees and Graduate Assistants.**

**Student Employees** (other than Graduate Assistants): Within their budgets, per the note below, offices may set the wage rate by position of \$17.27, as shown below. This pay rate may increase or be set to a range on Jan. 1, 2023.

- \$17.27

**Graduate Assistants:** \$21.67

Graduate Assistantships perform paraprofessional work that requires background attained in a bachelor's degree program and specialized knowledge acquired through academic preparation. Essential duties may be complex and require the student to use problem-solving and decision-making skills or to apply subject matter expertise. Duties are intended to provide practical experience and application of theory and methods described in, and augment, the student's master's degree program. **To be approved for a Graduate Assistant rate, the job description must:**

- Identify specific graduate programs from which candidates should be enrolled
- Explain how the work is relevant to classroom learning and/or a career path for graduate students
- Describe responsibilities with advanced work, and qualifications that require the expertise to complete that work
- Be unique to graduate students. There should be no undergraduate students in the same role. The job title and description must be different from undergraduate positions

## Work Study Eligibility

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Because eligibility to participate in this program is based on financial need as determined by the information the student provides on the FAFSA, students must complete the FAFSA **each year**. The FAFSA is available online at [www.studentaid.gov](http://www.studentaid.gov). To be eligible to be awarded all the funds for which they are eligible, students must submit their FAFSAs by Seattle U's February 1 priority funding deadline. While Student Financial Services will continue to process financial aid for FAFSAs received after February 1, when funds are depleted, late applicants may not be awarded the maximum financial aid for which they are otherwise eligible because of limited funding.

In addition to being enrolled at least half time (six or more credits as an undergraduate student; three or more

credits as a graduate student), students must also maintain satisfactory academic progress in order to receive financial aid (which includes work study). Specific information about [satisfactory academic progress requirements](#) can be found on the Student Financial Services website.

**Students eligible for FWS must go to [forms.seattleu.edu](https://forms.seattleu.edu) to generate and download an Authorization Form that verifies work study eligibility.** The Authorization Form indicates the gross amount the student may earn and the dates of his or her eligibility. Supervisors must receive this document from the student prior to the start date and keep it for their records. The Authorization Form is the supervisor's assurance that the student is eligible to participate in the FWS program. Students cannot begin working under the FWS program until their award period begins.

It is important to carefully read the **details** of the student's Authorization Form because:

1. State Work Study (SWS) awards and Federal Work Study (FWS) awards are NOT interchangeable.
2. Some students have NO work study award at all (either because they are not eligible or because, while they have need, they were a late applicant and funding was depleted before their award was made). Supervisors who have questions regarding the student's status or eligibility should contact the Student Employment Coordinator in the Student Financial Services Office.

## Class Standing Award Protocol

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Eligible freshman and sophomore students are awarded on-campus Federal Work Study to the extent funds are available. This program provides the opportunity for students to develop work skills in the convenience of a college setting. Employment within the campus community is an important part of a student's successful transition to college. Eligible juniors and seniors are awarded off-campus Washington State Work Study. This off-campus program provides employment opportunities that allow students to expand their job skills. In general, these positions should be directly related to students' chosen majors or career interests.

In addition to opportunities that are the most beneficial to students, depending on where they are in their academic careers, this protocol allows the University to stay within the limited amounts of funding available from the federal and state governments for these programs. The University does not receive adequate Federal Work Study funding to award on-campus positions to all eligible students. Preference is given to freshman and sophomores for Federal Work Study positions. This not only helps with the transition to college but also helps ensure the most efficient and effective use of these funds without exceeding the allocation.

If a graduate student has questions on work-study please refer them to the office of Student Financial Services. This funding is not included in their initial award since many of Seattle University's graduate students do not have an interest in participating in a work study program.

**If you would like to employ a third- or fourth-year undergraduate student and pay them through Federal Work-Study, please reach out to [financialservices@seattleu.edu](mailto:financialservices@seattleu.edu).**

## SECTION 3: HIRING A STUDENT

### Develop & Post a Job Description

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Job descriptions will be approved in [Handshake](#). All on-campus jobs should be posted under the Seattle University On-Campus Employer in Handshake. To receive staff access to this account, please email [Angela Cabatbat](#).

Please make sure your job description includes the following:

- Title
- Description of office/department and how position contributes to office/department
- Responsibilities (should be descriptive and clear)
- Qualifications (appropriate for the responsibilities of the position)
- Application requirements (ie resume, cover letter, Work-Study Authorization)
- Pay
- Deadline

**To be approved for a Graduate Assistant rate, the job description must:**

- Identify specific graduate programs from which candidates should be enrolled
- Explain how the work is relevant to classroom learning and/or a career path for graduate students
- Describe responsibilities with advanced work, and qualifications that require the expertise to complete that work
- Be unique to graduate students. There should be no undergraduate students in the same role. The job title and description must be different from undergraduate positions

### Applications & Interviews

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Each department is responsible for managing their own hiring process. We encourage you to use the Handshake application management function.

Interviews are an important step in a student's progress toward becoming a confident and able participant in the world of work. For the student, the job search and application process provide valuable experience. A large measure of confidence can result from a job interview and the discussion of the student's qualifications and skills.

The main purpose of the interview is to determine if the student is capable of meeting the supervisor's employment needs. It also allows the student the opportunity to determine if they feel qualified and comfortable with the position. During the interview, both the employer and student must come to some understanding of the expectations and style of the other. Information can be gained that is both vital to hiring students into the appropriate position and beneficial in determining their future training and supervisory needs.

### Provide Student Orientation and FERPA Training

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Hiring a student is a responsibility that requires planning on the part of the supervisor. Supervisors must ensure that student employees have a clear understanding of their duties and responsibilities as well as any specific expectations for their behavior and dress while on the job. At a minimum, supervisors should explain:

- The hours students are expected to work,
- The way in which requests for time off will be handled,
- The steps students must take to notify the office if they are ill & will be late or absent and
- The appropriate manner of dress for the student's work environment.

Supervisors should also remember to provide *basic information*, such as the location of rest rooms, where coats and personal belongings should be kept, when and where breaks may be taken, and if food or beverages are allowed at the student's workstation.

This is often a student's first work experience. Student employees do not come pre-programmed with proper work etiquette. For example, students do not always know they must call when they will be late or unable to work because of illness. Supervisors can prevent misunderstandings by setting clear expectations when the student is hired. This may also prevent the necessity of taking corrective action in the future. What is considered "common sense" to a supervisor may simply be an accumulation of things learned through years of work experience.

Students who do not treat their position as a "real job" are often permitted to do so because they do not experience any consequences. Supervisors who do not properly orient the student in the beginning may find the student does not take their job seriously. This often leads to actions such as simply not showing up when it is inconvenient to come to work. That behavior not only frustrates the supervisor, but also reinforces poor work habits for the student. Students take their jobs seriously when supervisors are clear that they take the students' presence and work seriously.

Seattle University requires that all student employees who will need to access student records complete [FERPA training](#). Faculty, staff, administrators and other university officials are required by FERPA to treat education records in a legally specified manner.

## SECTION 4: PAYING A STUDENT

### Web Time Entry: Due Dates, Pay Dates and Paychecks

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In order to be paid, Seattle University student employees complete the Web Time Entry process through their [mySeattleU](#) account. Instructions for time entry and approval are available on the [Payroll website](#) under 'Resources' (on the left-hand side). If you have questions, contact Payroll at 206-296-5880.

Student employees and their supervisors must record the hours worked during each pay period. There are two pay periods each month: from the 1<sup>st</sup> to the 15<sup>th</sup> and the 16<sup>th</sup> to the last day of the month. Students must submit Web Time Entry online on the 1<sup>st</sup> and 15<sup>th</sup> of each month. Supervisors must then approve all time sheets by the 2<sup>nd</sup> and 17<sup>th</sup> of each month. There are no exceptions to these due dates when they fall on a weekend or holiday.

When timesheets and payroll documents are correctly completed and submitted on time, paychecks or direct deposit notices are mailed on the 10<sup>th</sup> and 25<sup>th</sup> of the month. These notices will be mailed on the Friday before if the 10<sup>th</sup> or 25<sup>th</sup> falls on a weekend or holiday.

Find the [payroll calendar here](#).

**IMPORTANT NOTE:** Timesheets or new hire paperwork received after the end of the pay period will be processed during the next pay cycle. Students will receive their paychecks the following pay period. Hours from a previous pay period that were not submitted on time should be entered in a [Pay Period Adjustment form](#) by the supervisor.

It is recommended that students authorize direct deposit of their paychecks. This process authorizes electronic transfer of the student's earnings to their checking or savings account on the day prior to the pay period's pay date. Students should complete a [Direct Deposit form](#). Students who do not wish to use direct deposit should ensure that their local mailing address is current on [mySeattleU](#) because that is where their payroll check will be mailed.

The hours recorded on the timesheet must be calculated in whole or quarter-hour increments (for instance 1.0, 2.0, 3.0 ... or 1.25, 1.50, 1.75). All items on the timesheet must be completed. Errors in time entry may cause delays in receiving pay checks. Supervisors should verify the hours worked, pay rate, and gross wage calculation before submitting to the Payroll Office.

### The Federal Insurance Contribution Act (FICA)

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The University's policy corresponds to Internal Revenue Service (IRS) guideline that students are exempt from FICA as long as they are enrolled for 12 or more credits AND work less than or equal to 20 hours per week. Under FICA, an employer withholds 7.65% of an employee's gross wages for contributions to Social Security and Medicare. If a student is **not** enrolled for 12 credits OR works above 20 hours in a given week, FICA will be deducted from their paycheck.

Failure to comply with the IRS guidelines could result in fines and penalties to Seattle University. Supervisors have a responsibility to do their part to ensure compliance by informing both the Payroll and Student Financial Services Offices if the student falls below full time enrollment as this may change their eligibility. University policy limits the hours a student may work to a maximum of 20 hours per week. This limit helps to ensure that students have an appropriate amount of time to focus on their academics and that the potential liability for FICA withholding is avoided. **It is the activity manager's and supervisor's responsibility to monitor student hours to ensure that they do not work in excess of 20 hours per week.**

## Volunteer Hours

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Except as described below, supervisors are prohibited from accepting volunteer hours from a paid employee. Volunteer hours are permitted only under very limited circumstances and cannot be requested, suggested, or otherwise solicited by anyone. A student cannot be pressured or coerced in any form into volunteering hours. Nor can a student receive any real or implied, present or future reward or penalty for volunteering or not volunteering hours. In addition, students may not receive any promise, expectation or receipt of compensation, grades, enrollment in classes, participation in any activity or employment as a result of volunteer hours. Volunteer hours cannot be treated as a pre-requisite to anything. Employers can only accept volunteer hours when:

- They are offered of the student's free will.
- The student is not otherwise employed anywhere else on campus doing work that is similar to the type of service they perform as a volunteer. This includes any job for which they receive any form of compensation ... such as room and board or tuition waivers ... which is based on services rendered.
- They are not volunteering for the same office that would otherwise employ them.
- They are not employed anywhere on campus as a work-study student.

The [Fair Labor Standards Act \(FLSA\)](#) does not permit volunteer hours except as noted above. Employers cannot permit students to work additional unpaid hours in a position that is similar to their paid position, even at the student's request.

## Term-Paid (Non-Standard) Employment

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In rare cases, Seattle University will approve payment of students prior to the actual work performance. This approval is generally only granted for Residential Assistants, elected student activity positions, and other selected programs. To pay any student at the start of the term before work has been performed, a formal agreement is required. Any agreement or contract submitted for review must comply with the Fair Labor and Standards Act as well as the following elements:

- Minimum enrollment requirement per quarter
- The length of service, time commitment
- Average working hours per week
- Total compensation broken down by quarter specifying projected payment dates
- Timesheet requirements
- Dismissal terms
- Student signature and date
- Office signature and date

## Honorarium-Paid Employment

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Student employees are NOT allowed to be paid an honorarium. According to the policies set by the Controller's Office, honorarium and independent contractor forms are used to pay personal services to an individual who currently is not an employee (staff, faculty, adjunct, or student) of Seattle University, and an individual who currently does not receive a paycheck from Seattle University. All active students (students pursuing a degree) at Seattle University must be classified as hourly paid employees and comply with one of the approved campus

pay rates for student employment.

## Grant-Paid Employment

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If the student is to be paid through a private grant, be sure a budget number has been established with the Payroll Office prior to the student beginning employment. It is important to put the correct budget number on the Student Employment Action Form and any timesheets. Any grant-paid positions must first be approved by the Sponsored Research Officer in the Provost's Office and must adhere to one of the approved campus pay rates for student employment. All other student employment policies and procedures apply.

## SECTION 5: EMPLOYMENT CHANGES AND TERMINATION

### Employment Changes

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It is sometimes necessary to make changes related to a student's employment. To update a supervisor, use the [Supervisor Update Form](#). For all updates (budget number, title, work-study status), submit a [Notice of Separation](#) and then submit a new [SEAF](#).

### Handling Unsatisfactory Performance & Separation

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Students end their employment for various reasons including anticipated circumstances: the end of the academic year or graduation. Other reasons come up unexpectedly: the time commitment is too great given other activities or they find a "better" job. For the former kinds of separation, formal, written notice is not needed. However, for the latter, it is reasonable to expect that student employees will give two weeks' notice. This expectation should be clearly shared at the beginning of the student's employment when talking about job-related expectations. Similarly, unless circumstances make this unreasonable, a student should be given two weeks' notice when terminated unless the student and supervisor mutually agree to an earlier date.

In the case of unsatisfactory performance, supervisors are expected to use the following progressive actions:

1. **Oral Warning:** Discuss the problem(s) with the student, explaining what needs to change and set in place the steps, actions, and/or processes that will make that change possible. The discussion should be documented for the supervisor's files.
2. **Written Warning:** Discuss the problem(s) explicitly with the student, notifying the student of the possibility of termination if corrective action is not taken immediately. The warning should be in writing. Both the student and the supervisor should sign and date the warning. The supervisor should keep the original for their files, making a copy for the student.
3. **Notice of Termination:** Further evidence of continued misconduct must be fully documented and discussed with the student at the time they are notified of their termination.

When a student concludes employment for any reason, supervisors must complete a [Notice of Separation](#). The student web time entry record will remain in the supervisor's queue until this step has been completed. In extreme cases of termination, it is very important to notify four offices Student Employment, Payroll, Information Technology, and Reprographics so that student employment records are current and unauthorized access is not possible.



## SECTION 6: SUMMER EMPLOYMENT

### Summer Term and the Application Process for FWS

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The summer term is considered a separate period from the “regular” academic year. **In order to be considered for summer financial aid, including Federal and State Work-Study employment, students must complete both the FAFSA and the online Summer Financial Aid Application.** These must be completed for summer work study even if the student will not attend courses over the summer break.

Graduating seniors registered less than half time over the summer may continue to work through the last day of their final summer session with guidance from the Student Employment Director. Please pay close attention to the Student Employment email that is sent out periodically by Rita Lin regarding last day of employment for graduating seniors and summer student employment guidance. If you have any questions on student eligibility to work over the summer, please contact us.

### Making Satisfactory Academic Progress

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To be considered for summer financial aid (including work study), students must have maintained satisfactory academic progress for the preceding academic year. Satisfactory academic progress is monitored at the end of spring quarter. Any questions regarding the requirement should be directed to the Office of Student Financial Services or to the [Student Financial Services website](#).

### Maximum Weekly Hours

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During the summer, students enrolled less than half time (less than six credits as undergraduate students; less than three credits as graduate students) may work up to 40 hours per week. This includes students who are not attending summer classes. However, students enrolled half-time or more (six or more credits as undergraduate students; three or more credits as graduate students) are limited to working 20 hours per week, just as they are during the regular academic year, until their session is over. Once their summer enrollment has ended, they are eligible to work up to 40 hours per week.

It is important to keep in mind that students with work-study awards may not exceed the amount of their award and so while the number of hours that they work may not be limited by their enrollment, it may be limited, instead, by the amount of their work- study award.