



## 33.99.08.D1.01

# Student Employment Procedure

Approved: July 19, 2013

Revised: September 6, 2016

Next Scheduled Review: September 6, 2019

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### Procedure Statement

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The Office of Employee Services is responsible for the general administration of student employment within Texas A&M University-Central Texas (A&M-Central Texas). The provisions of this procedure apply to all student employees including graduate students holding graduate assistant positions. This procedure replaces university rule 33.99.08.D1 Student Employment.

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### Reason for Procedure

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This Standard Administrative Procedure (SAP) provides procedural guidance for the employment of students at A&M–Central Texas.

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### Procedures and Responsibilities

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#### 1. GENERAL

1.1 A&M-Central Texas students may obtain paid employment with the university as work study employees, student workers, or graduate assistants. Work Study Programs (federal and state) require applicants to meet certain financial need criteria and limit the number of hours a work study student may work. Work study students may not work more than 19.5 hours per week in their work study status. Student workers are not required to meet financial criteria; however, limits are imposed on the number of hours they may work. They may not work more than 19.5 hours per week. Graduate assistant employees are required to work 20 hours per week while taking graduate classes.

1.2 Generic job descriptions and minimum pay for student employees and graduate assistants are posted on the Employee Services website.

#### 2. EMPLOYMENT PROVISIONS

2.1 All Student employees will be employed without regard to race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation, or gender identity.

- 2.2 To be eligible for student employment, the student must be enrolled in a minimum of 6 credit hours during the current semester except as described in 2.4.
- 2.3 Student employees may not work hours during which their scheduled classes are being conducted.
- 2.4 Student employees need not be enrolled during the summer to maintain student employee status as long as they intend to enroll in the following fall term.
- 2.5 International students will be offered employment in accordance with System Regulation 33.99.09 *Employment of Foreign Nationals*.
- 2.6 Student employment is contingent upon a satisfactory criminal background investigation.
- 2.7 Student employees may not be placed in budgeted positions.
- 2.8 A student worker who graduates mid-month may continue to work as a student worker until the end of that month.
- 2.9 Student workers may hold more than one position, however, multiple positions cannot exceed 19.5 hours in the work week.
- 2.10 Since Graduate Assistants must work 20 hours in the work week, they may not hold multiple Graduate Assistant or other type positions.

### 3. WORK STUDY STUDENTS

- 3.1 Career Participation in the Federal and State Work Study Programs requires that the applicant meet satisfactory academic progress criteria imposed on all financial aid recipients. Students who are interested in Federal or State Work Study Programs should contact the Office of Student Financial Assistance.
- 3.2 Students who have met satisfactory academic progress requirements and are enrolled at least half-time at A&M-Central Texas may be awarded Federal or Texas College Work Study (WS) funding as a part of a financial aid package by the Office of Student Financial Assistance. Under this program, 75% of the student's gross earnings are paid from the Federal or Texas College Work Study funds. Hiring departments are responsible for paying the remaining 25% of the gross earnings plus required payroll taxes (Workers' Compensation, Unemployment Insurance, etc.).
- 3.3 Work study students may not exceed the work study allocation awarded as part of the financial aid package. Hiring departments should ensure that the student's work time and allocation are prorated so the student may continue to be employed during the entire period.
- 3.4 Students may not be paid under the work study program without the approval from the Office of Student Financial Assistance. If the employing department erroneously employs

a student under the work study object and title codes, that department shall assume full fiscal responsibility. Federal or Texas College Work Study funds may not be used to pay a student during any time that student is not considered fully eligible to use work study funds.

#### 4. GRADUATE ASSISTANTS

4.1 Participation in the Federal and State Work Study Programs requires that the applicant meet satisfactory academic progress criteria imposed on all financial aid recipients. Students who are interested in Federal or State Work Study Programs should contact the Office of Student Financial Assistance.

4.2 Graduate students may not be paid under the graduate assistantship program without prior approval from the Office of Graduate Studies. If the employing department erroneously employs a graduate student under the graduate assistantship program object and title codes, the department shall assume full fiscal responsibility.

4.3 Graduate assistants are eligible to participate in group insurance programs if contracted for 4.5 months, but are ineligible for retirement or other benefits stated in System Regulation 33.99.08 *Student Employment*.

4.4 Graduate students who are interested in the graduate assistantship program should contact the Office of Graduate Studies.

#### 5. GRIEVANCE OR APPEALS

5.1 Student employees of A&M-Central Texas have the right to file a grievance and/or complaint concerning conditions of employment or treatment by management, supervisors, or other employees. Student employees also have the right to appeal employment related decisions. See university rule 32.01.02.D1 *Complaint and Appeal Procedures for Non-Faculty Members* for further information.

#### 6. PROCEDURES AND RESPONSIBILITIES

6.1 Students and graduate assistants seeking employment with the university may find possible job openings by:

- Registering at the HireWarriors for Students website
- Contacting the departments individually.
- Contacting the Office of Graduate Studies (Graduate Assistants).

6.2 Applicants must:

- 6.2.1 Submit timely and complete applications that include transcripts and related information.
- 6.2.2 Possess original proof of work eligibility and meet the federal guidelines of USCIS I-9 Form.

6.2.3 Consent to a criminal background investigation.

6.3 All male employees between the ages of 18 and 25 must show proof of compliance with Selective Service Registration during onboarding at the Office of Employee Services.

6.4 The hiring department shall be responsible for listing vacancies, wage requirements, and hours with the Office of Career Services and Professional Development. This office will be responsible for referring students to the hiring departments.

6.5 When a student has selected an on-campus job, he or she will be referred to the hiring department by the Office of Career Services and Professional Development. If selected for hire, the student must complete the onboarding process at the Office of Employee Services and if a graduate assistant, the hiring department must obtain funding approval from the Office of Graduate Studies.

6.6 Hiring departments must submit the EPA for re-hires. Original time sheets for Work Study employees are submitted to the Office of Student Financial Assistance. Time sheets for University- funded/Institutional student employees, however, will be retained in TimeTraq through the SSO system.

## 7. THE OFFICE OF CAREER SERVICES AND PROFESSIONAL DEVELOPMENT RESPONSIBILITIES

7.1 Assist hiring supervisors in the establishment of student part-time employment positions.

7.2 Receive and publish requests from prospective employers who wish to hire part-time student employees.

## 8. THE HIRING DEPARTMENT RESPONSIBILITIES

8.1 Create and maintain detailed job descriptions for student employee positions.

8.2 Coordinate with the Office of Employee Services to conduct and review the required criminal background prior to making an offer of employment.

8.3 Prepare and submit an Employee Payroll Action (EPA) form within 24 hours of hire date when a student employee is hired, re-hired, promoted or given a pay increase or decrease, when a change is made in job title, department or work unit, account number, or job classification, or when a student employee is separated for any reason. (Letters of resignation will be obtained when applicable). All graduate assistant award letters and EPAs must be approved by the Director of Graduate Studies.

8.4 Ensure that all student employees comply with mandatory training requirements no later than two weeks from assuming their employment. Mandatory training includes: Orientation to the A&M System, Reporting Fraud, Waste and Abuse, Required Emergency Alert System Notification. Ethics, Information Security Awareness, FERPA

and Creating a Discrimination Free Workplace. Additional position related departmental training may also be required.

8.5 Verify work study eligibility before hiring at the beginning of each semester.

8.6 Supervise the student, except for graduate assistants who are supervised by the Director of Graduate Studies.

8.7 Establish a work schedule and ensure that the job duties for each student employee are appropriate for the job code and title used.

8.8 Train employee on departmental procedures.

8.9 Maintain adequate time records through TimeTraq as supporting documentation for the department's payroll voucher and submit payroll to the appropriate office.

8.10 May maintain temporary work files for the duration of the employment.

## 9. THE OFFICE OF EMPLOYEE SERVICES RESPONSIBILITIES

9.1 Conduct and review the required criminal background checks prior to an offer of employment.

9.2 In-process all student workers and complete appropriate documentation.

9.3 Maintains the central personnel file in accordance with all applicable policies and law.

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## Related Statutes, Policies, or Requirements

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System Regulation [33.99.08 Student Employment](#)

University Rule [33.99.08.D1 Student Employment](#)

University Rule [32.01.02.D1 Complaint and Appeal Procedures for Non-Faculty Members](#)

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## Definitions

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**Student Employee** – A student who is enrolled at A&M-Central Texas, is working part-time, on or off campus, and is processed through The Texas A&M University System payroll workstations under the student title codes established by the Office of Employee Services. The term “student employee” refers to employees in the following categories:

**Student Worker** – The hiring department pays 100% of the student's wages plus applicable fringe benefits (FICA, Workers' Compensation, Unemployment Insurance, etc.)

**Work Study Student** – The student is awarded Federal or Texas College Work Study funding through the Office of Student Financial Assistance. The hiring department pays a portion of the student salary plus applicable fringe benefits (Workers’ Compensation, Unemployment Insurance, etc.). A student employed as a work study student is classified as such as long as Work Study funds are being utilized, even if he/she is also employed by another department.

**Graduate Assistant** – A graduate student who is enrolled at A&M-Central Texas and is processed through The Texas A&M University System payroll workstations under the graduate assistantship title codes established by the Office of Employee Services. The Office of Graduate Studies pays 100% of the graduate assistant’s wages plus applicable fringe benefits (FICA, Workers’ Compensation, Unemployment Insurance, etc.), unless the Office of Graduate Studies has approved another responsible office to pay 100% of the graduate assistant’s wages plus applicable fringe.

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### **Contact Offices**

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Office of Employee Services	(254) 519-8016
Office of Career Services and Professional Development	(254) 519-5764