**Student Worker Helpful Hints**

**General Things for ALL to Know:**

- Students should always record ACTUAL start and stop times for each day worked. This includes time out and time back in for lunch when applicable.

- **Students are limited to only 1 on-campus job at a time.**
  - Special approval must be received by the HR department for a student to have more than one active job at a time (except for having multiple jobs in the same department – Athletics, SIRA, IS.)
  - In the *rare* case where a student has more than 1 job, it is the **responsibility of the student and the supervisor to work together to ensure the maximum hours are not exceeded.**

- Students should NOT begin working prior to turning in all the required employee paperwork (I-9, W-4, Direct Deposit Forms) and being set up in the system.

- Hours worked MUST be recorded through WebAdvisor prior to the posted deadlines listed on the Student Payroll Schedule. **Time should be entered at the end of each day of work.** (After the deadline date and time have passed, access to enter or approve time for that pay period is no longer available and a paper timesheet should be submitted.)

- The Student Payroll Schedule and Web Time Entry Instructions can be found online at southwestern.edu/business-office/payroll/ (The Student Payroll Schedule is also on the back of this sheet.)

- Pay Advices & W-2s may be found on Self-Service, under the Employee menu.

- **Maximum Hours Allowed –**
  - **Fall & Spring Semesters** <= 17 hours/week on average
  - **Summer Terms** <= 40 hours/week for a Maximum of 12 weeks
  - **Calendar Year** Students may not exceed 884 hours/cal. year (Hours may be limited for certain terms based on prior work history to ensure 884 is not exceeded for the calendar year.)
  - **Overtime** Overtime is NOT Allowed unless prior approval is received from Budget Officer & Senior Staff. Prior approval must be forwarded to Pam Leatherwood in the Business Office.

**Additional Information for Supervisors:**

- Supervisors are responsible for knowing when the students worked, for ensuring students record their time accurately, and for approving work hours before the scheduled deadlines.

- Supervisors are responsible for monitoring payroll reports and budgets to ensure maximum hours and student payroll budgets are not exceeded.

- The 884 maximum hours per calendar year must be enforced due to TIAA plan eligibility rules and the new Affordable Care Act. If a student works an average of 17 hours/week in the Spring & also 40 hours/week in the summer, they may NOT be able to work an average of 17 hours in the Fall because the total 884 hour maximum is based on 17 hours a week during the year. (884 hrs./17 hrs. = 52 weeks)