The University of Memphis
Student Employment Office
103 John S. Wilder Tower
Memphis, TN 38152

Hours:  8:00 am - 4:30 pm
Days:  Monday – Friday, except for university holidays
Telephone:  (901) 678-4825
E-mail:  StuEmp@memphis.edu
Web: http://www.memphis.edu/financialaid/student_employment.index.php

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Definition and Purpose of Student Employment

The Student Employment Office acts as the central agent for students seeking on-campus employment and for departments seeking student employees.

The purposes of the Student Employment program are:

1. to provide the university with part-time assistance in a variety of instructional and administrative program tasks;
2. to provide a means and opportunity for students to supplement their income and assist with educational expenses; and
3. to provide students with viable work experience, preferably related to their course of study.

Student Employment Programs

Federal Work-Study (FWS): FWS is a need-based Financial Aid award. It is a federally funded, university-administered program designed to help students defray the costs of post-secondary education. Under this program, students can work for only one department at a time, up to 25 hours per week. The federal government pays 75% of student’s earnings and the department pays 25% – the reason why departments benefit from hiring FWS students.

To apply for FWS for the Fall and Spring semesters, students must complete the current year’s Free Application for Federal Student Aid (FAFSA) online at https://studentaid.gov and submit it electronically. The University of Memphis’ federal school code is 003509.

Students hired under the FWS program are paid for hours worked, based on time submitted through the University payroll system. Students are eligible to work up to the point that his/her cumulative earnings equal the amount of their FWS award. It is the responsibility of both the student and the hiring department to monitor earnings to prevent working beyond the awarded amount and possible overpayment.

Regular Student Employment (RSE): RSE refers to on-campus jobs for students who do not qualify for FWS. Under this program, students can work for more than one department if they do not work over 25 hours a week from all pay sources. The department pays 100% of student’s earnings. Students do not have to complete a FAFSA to work under this program.

Job Placement Procedures

To advertise a job opening, the employer/department may submit their job notices by using the Student Employee Request Form. This form contains pertinent job description information necessary for posting. Departments can find this form on the Student Employment webpage and submit it electronically.

The student needs to contact the department(s) they are interested in to set up a job interview. The Application for Student Employment, which is optional, may be used by departments to review the applicant’s knowledge, skills, and job history.
Steps to consider when hiring:

1. Prepare questions before the interview; avoid yes/no questions, if possible.
2. Department should ask the same questions to all student applicants.
3. Give the applicant a thorough overview of the job.
4. After the interview, tell the applicant when a decision will be made.
5. Rate the applicant immediately after the interview, while information is still fresh in your mind.
6. Offer the position to the best applicant.
7. When position is filled, complete the **Student Employee Request Form** to remove job posting.
8. Department must complete the eContract process via myMemphis, under the Employee tab/link. The eContract is then routed to the student for him/her to accept the job offer.
9. **Summer Employment:** Departments must notify students that if they are not enrolled in the Summer, they are responsible for paying for their own parking.

Contacting a former employer may be advantageous when deciding to hire the student employee; however, the following should **not** be discussed:

1. marital status
2. age
3. religion/political views
4. other information unrelated to the job performance

**Departments should have, in writing, duties and responsibilities for each of their student workers. Student is provided with a copy of these duties and responsibilities upon employment, and a copy of same must be maintained in student’s file (within the hiring department).**

It is important to train the new student employees. Things that seem obvious to you may be confusing to the student. It may be helpful to prepare some written instructions in advance to reduce repeatedly asked questions such as:

1. What to say when answering the phone
2. How to transfer calls
3. How to put calls on hold
4. Signing on to the computer
5. Answers to commonly asked questions
6. Frequently used phone numbers
7. Areas of responsibility within your work unit (who does what)
8. Procedures for completing or filing forms
9. Who your supervisor is and what he/she does
Requirements to Hire Students

The hiring process is done electronically, where departments log in to their myMemphis account to submit an eContract. **Students who have never worked as a student worker on campus** will need to complete all required employment forms, such as:

1. USCIS Form I-9 through Human Resources.
2. Form W-4 and Direct Deposit Authorization Form through our Payroll Office’s Forms page.
3. Student eContract, which is the on-line Employment Contract.

NOTE: Graduate Assistants (GA) or temporary employees are not the same as student employees. If a student was previously a GA, they are required to complete only #3 above if last employed less than a year ago.

Employment Processing Deadlines

Based on the time required to enter data into the Banner system, it is highly recommended that departments submit eContracts at least *7 to 10 business days* before student begins work. This will allow both Shared Services and Human Resources to complete the data entry process to get the student added to the payroll system.

Name Changes

If a student employee changes names after being employed, please send him or her to the Registrar’s Office (located in the basement of Wilder Tower, Room 003) to get their names officially changed.

Nepotism Policy and Student Employment

Please be advised that the Tennessee State Employees Uniform Nepotism Policy Act of 1980 (Tennessee Code Annotated 8-31-101, etc. Seq) applies to the Tennessee Board of Regents System and The University of Memphis. As such, this nepotism policy also applies to all student employment (be it RSE or FWS employment) at The University of Memphis.

The Nepotism Policy states, “No employees of the University who are relatives shall be placed within the same direct line of supervision whereby one relative is responsible for supervising the job performance or work activities of another relative; provided, however, that to the extent possible, this policy shall not be construed to prohibit two or more such relatives from working for the University. For purposes of this policy a ‘relative’ means a parent, foster parent, parent-in-law, child, spouse, brother, foster brother, sister, foster sister, grandparent, grandchild, son-in-law, brother-in-law, daughter-in-law, sister-in-law, or other family member who resides in the same household.”

If you have a current student employment situation involving nepotism, it will need to be resolved immediately. All student employment contracts must comply with the TBR requirements regarding nepotism.
Employer’s Responsibilities

1. Confirm that the student is enrolled in at least half time (6 credit hours for undergraduate and law, or 5 [graduate] credit hours for graduate students). **International students** must be enrolled full time and can work for no more than 20 hours per week.
2. Determine whether the student’s skills meet the job requirements.
3. If you hire a work-study student, your department only covers 25% of the student’s wages, and the federal government covers the rest. If you hire a regular student employee, your department covers 100% of the student’s wages.
4. Students employed under the FWS program are eligible to work up to the point that his/her cumulative earnings equal the amount of their FWS award. **It is the responsibility of both the student and the hiring department to monitor earnings to prevent working beyond the awarded amount and possible overpayment.**
5. Determine a work schedule with the student.
6. Make sure the student does not work during class hours/periods.
7. Explain the duties and responsibilities of the job to the student. Student should be provided with a written copy of these duties and responsibilities, along with a copy maintained by the hiring department.
8. Monitor work hours to ensure that the student does not exceed the approved number of employment hours each week.
9. Submit and/or approve student’s time electronically on a bi-weekly basis.
10. Provide continuous evaluation of student’s work performance and supervise accordingly.

Student Employee’s Responsibilities

1. When you are hired, complete all employment forms/documents (i.e., your eContract, I-9 Form, W-4 Form, and Direct Deposit Authorization Form).
2. Federal Work-Study and Regular Student Employment are part-time jobs; do not expect to study during your scheduled work hours, unless allowed to do so.
3. **A Federal Work-Study award does not guarantee employment.** You must interview with prospective employers.
4. Federal Work-Study employees must maintain at least half-time enrollment (6 credit hours-Undergraduate/Law or 5 credit hours-Graduate) – any semester. If you drop below half-time enrollment, withdraw, or graduate, the department must cancel your eContract.
5. **RSE workers who drop to less than half time (6 credit hours) will have FICA taxes withheld** from their paychecks.
6. Concurrent enrollment at this university and a college, community college, or another university is not acceptable for enrollment requirements for employment eligibility.
7. **International students** on F-1 or J-1 visa under Regular Student Employment must be enrolled full-time (12 credit hours-Undergraduate/Law or 9 credit hours-Graduate) for the Fall and Spring semesters.
8. **International students** can only work for no more than 20 hours per week.
9. **International students** on F-1 or J-1 visa must obtain a valid Federal social security number (SSN). Once you obtain a valid SSN, go to the Registrar’s Office in Wilder Tower, Room 003, and request that they enter your SSN in Banner. You will need to show them your social security card.
10. If hired for the **Summer term** and you are not enrolled, you are responsible for paying for parking. For more information, contact the Parking Services Office at (901) 678-2212.

11. Be consistently dependable. Be prompt and work the hours for which you have been scheduled. If you must be late or absent from work, notify your supervisor prior to work time. Excessive tardiness, absenteeism, or failure to perform assigned duties could all be grounds for termination.

12. Give the job your best effort. Your employer’s evaluation will become a permanent part of your file, and may be used as a future job reference.

13. Departments are not obligated to re-hire you for the following semester or academic year.

14. If you have problems or grievances with your work, talk with your supervisor. If it cannot be resolved, discuss it with the department head.

### Reporting Student Employee’s Time

Student employees must submit their time electronically by the deadline established by their supervisor. They must log in to their myMemphis account and click on the Employee tab/link. If an Employee tab/link does not exist for the student, please contact the Student Employment Office.

Department’s designated timekeeper and approver must submit the student employee’s time every two weeks via myMemphis. Please make sure you approve time sheet by deadline established by the Payroll Office.

Reasons a student may not get paid for time worked or for the correct amount:

1. Student worker fails to submit their time in a timely manner. The department needs to complete a blank bi-weekly time sheet to report the hours for the current pay period.
2. Department fails to approve the student’s time by the payroll deadline.
3. If student was not paid the correct payrate, employer must contact the Payroll Office to correct the issue, and/or cancel the existing eContract and submit a new one.

### How to Terminate Students

Departments must log in to the eContract site via myMemphis to request cancellation of the existing eContract.

### Pay Ranges

The U of M student employee’s hourly wage is determined by their experience and knowledge. There is a federally mandated minimum wage of $7.25 per hour. The hiring department may feel a higher rate of pay is justified. There are five categories with four levels of pay ranges that departments utilize when determining fair and equitable hourly wages. These can be found online at the following website:

Student Employee Breaks

If a student works:
- Less than 3 hours = no break
- 3 to 5 hours = one 15-minute paid break
- 5.1 to 8.4 hours = either one 30 minute unpaid lunch break OR two 15 minute paid work breaks
- 8.5 or more hours = same paid work breaks as allowed for regular full-time employees (see UM 1262)

Supervisors may determine when breaks are to be taken. Unused breaks are not cumulative or eligible for extra pay. Therefore, all attendance records, time sheets, leave records, payroll documents, and other record keeping instruments will be kept only in hours and tenths of an hour when reflecting the hours worked each day. The schedule below will be followed in the documentation of time worked.

- .10 hour = 1 - 6 minutes
- .20 hour = 7 - 12 minutes
- .30 hour = 13 - 18 minutes
- .40 hour = 19 - 24 minutes
- .50 hour = 25 - 30 minutes
- .60 hour = 31 - 42 minutes
- .70 hour = 43 - 48 minutes
- .80 hour = 49 - 54 minutes
- 1.00 hour = 55 - 60 minutes