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Responsible Executive Vice President for Academic Affairs and

Official: Provost

POLICIES

Responsible Office: Career Services

Policy Statement

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The University of Memphis (UofM) provides equal hiring opportunities for students. The Career Services Office acts as the central agent for students seeking on-campus employment and for departments searching for student employees.

Purpose

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The purposes of the Student Employment program are to:

1. Provide UofM with part-time assistance in a variety of instructional and administrative program tasks.
2. Provide means and opportunities for students to supplement their income and assist with educational expenses.
3. Provide students with opportunities to develop employment related competencies.

Definitions

Regular Student Employee

A student who is employed by a University department but not in a Federal Work Study capacity. Students must be currently enrolled at least part-time (6 credit hours for undergraduate/law and 5 graduate credit hours for graduate students). International students under an F-1 and J-1 visa must be enrolled full-time (12 credit hours for undergraduate/law and 9 graduate credit hours for graduate students). Students currently receiving a graduate assistantship are not eligible to be paid as a student employee.

Federal Work Study (FWS)	FWS provides funding for part-time jobs for undergraduate and graduate students, allowing them to earn money to help pay for expenses. The program encourages community service work and work related to the student's course of study. A student working as a FWS employee in a department cannot work for another department during the same pay periods. International students under an F-1 and J-1 visa are not eligible.
International Student	Any student who is not a United States citizen or a permanent resident of the U.S. is considered an international student. The student has an F-1 or J-1 visa to study in the U.S.
Student Employee Hours	Students may work up to 25 hours a week, but it is up to the department to determine how many hours a week the student is scheduled to work. Students' work schedules cannot interfere with their class schedules.

Procedures

Appointment Contract	An appointment contract must be signed by the department Financial Manager/Designee.
Document Requirements	<p>Prior to employment, all students must have a social security number and an approved and signed appointment contract. Students must complete an I-9 Employment Eligibility Verification Form, a Direct Deposit Authorization form and a W-4 form.</p> <p>Students are not authorized to begin work until all forms have been completed, received and approved by all approving authorities.</p> <p>International students are required to present to the Finance Tax Office an I-20, visa and passport (H1B, EAD or any visa applicable), history of U.S. entry and exit dates, DS2019 and Certificate of Eligibility for Exchange. For more information visit the International Student Services website.</p>
Reporting Work Hours	All student work hours will be submitted via the timekeeping method indicated on the student contract. Students will also be held to the parameters of the timekeeping per policy HR5029 - Timekeeping and Leave Reporting including overtime, clocking in and out, etc.
Assignment Terminations	<p>All student assignments will automatically terminate based on the end date of the appointment contract. Extensions to student assignments will require subsequent contracts.</p> <p>Departments reserve the right to terminate a contract if the student does not meet job requirements, enrolled hours, and/or GPA requirement.</p>

Hiring Limitations

Individuals working as student employees cannot be employed simultaneously in another e-class at the UofM (e.g., temporary employee, full time employee or graduate assistant).

Student employees are prohibited from working during their scheduled class times. Students must provide a copy of their class schedule to their supervisors each semester and coordinate employment hours that do not interfere with their academic goals.

Links

HR5029 –

**Timekeeping and
Leave Reporting Policy**

<https://memphis.policytech.com/dotNet/documents/?docid=545&public=true>

**International Student
Services Website**

https://www.memphis.edu/iss/current_international_students/employment_on_campus.php

Revision Dates

SA8010 - Revised August 23, 2021
SA8010 - supersedes 2E:03:02A Revised -
November 2, 1988
2E:03:02A - Issued: July 1, 1974

Subject Areas:

Academic	Finance	General	Human Resources	Information Technology	Research	Student Affairs
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