

# Employer FAQs

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## **Q. How many hours are students allowed to work on campus?**

A. While it is recommended that students only work 20 hours per week, departments may allow their students to work 30 hours per week. International students may only work 20 hours due to federal regulations. Please see the Student Employment Policy for more detailed information.

## **Q. What paperwork is required when I hire a student?**

A. The student employment authorization form must be filled out, signed by both employer and student and turned in to the Office of Student Employment. (Please Note: The authorization form must be for the current academic year or summer. Old authorization cannot be accepted). If the student has not worked on campus before they must go to Student Employment or Payroll to fill out tax forms and I-9 forms.

## **Q. Why do tax forms go to Student Employment?**

A. The staff at the Office of Student Employment tries whenever possible to send a complete packet to the payroll office for processing. (Authorization, tax forms, I-9 and direct deposit). This creates a smoother process for payroll, therefore allowing a student to be entered into PeopleSoft in a more timely manner.

## **Q. What is the chartfield combination that is on the Student Employment Authorization Form?**

A. The chartfield combination is your department account used for student workers. If the student does not have work study 100% of the wages will come out of this account. If the student has work study then 25% of the wages will come out of this account. If the student is on free match this account number will be used to charge the 25% when the free match allocation is spent.

## **Q. How do I determine a student's wage?**

A. First look at the job classification list and descriptions. Based on the duties, pick an appropriate job title for the position. The job title will have a corresponding pay level. New students should start out at Step One of the appropriate pay level. An exception would be if they had skills needed to perform the job duties. In this instance an employer could start the student at Step II of the appropriate pay level.

