

UP 33.99.08.H1.01: Student Employment

Approved: October 29, 2012
Next Scheduled Review: March 2015



Procedure Statement

These procedures are to be followed when hiring student employees (student workers, work study students, and non-affiliated student workers).

Reason for Rule

As required by System Regulation 33.99.08 to establish the requirements for student employment by Texas A&M University-Texarkana.

Procedures

1. EMPLOYMENT PROVISIONS

- 1.1 Student employees should not be placed in budgeted positions.
- 1.2 Student employees should not work during the hours they are scheduled to be in class.
- 1.3 Student employees need not be enrolled during the summer in order to maintain student employee status, as long as they intend to enroll for the following fall term.
- 1.4 Student employees may work full-time during interim periods and during the summer.
- 1.5 Only students with advanced approval from A&M-Texarkana Student Financial Aid may be hired in Work-Study title codes. Eligible students will present a work-study authorization form to the hiring department and the hiring department will forward a copy to payroll.
- 1.6 Employment of international students will be in accordance with System Regulation [33.99.09](#), *Employment of Foreign Nationals*.

2. EMPLOYMENT PROCEDURES

- 2.1 Students desiring employment are responsible for understanding the rules and guidelines that apply to them as employees.
- 2.2 Student worker positions are posted with Human Resources, Career Services Office, and listed in Simplicity.

- 2.3 Students are required to apply through the online process.
- 2.4 Supervisors will receive those student applications which are qualified for the posting.
- 2.5 The Supervisor will interview and select their student workers.
- 2.6 The Supervisor will complete an offer letter and with the hourly rate according to the wage rate tables.
- 2.7 The student worker completes all required documentation with the Human Resources Office.
- 2.8 The hiring supervisor shall prepare and submit the an EPA.
- 2.9 When hiring a Work Study student, the hiring supervisor should provide an alternate title code and source of funds to be used when/if the student's allocation of Work-Study funds is expended, or when estimated time sheets are required. Either Student Financial Aid or the employing department may initiate the request that the source be moved from work study to non-work study.

3. WAGE RATES

- 3.1 The starting rate of pay is determined by the wage rate tables prepared by the Career Services Office.
- 3.2 Increases in wages are in accordance with the wage rate tables.
- 3.3 Student employees are not eligible to participate in retirement or group insurance programs, nor are they eligible for fringe benefits such as sick leave, vacation time, or paid holidays.

Related Statutes, Policies, or Requirements

The A&M System Regulation 33.99.08, Student Employment; <http://policies.tamus.edu/33-99-08.pdf>

Contact Office

Office of Career Services
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