



WAYNE STATE
UNIVERSITY
Career Services

Student Employment Handbook

A resource for departments hiring students.



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For additional information, please visit our website at <http://careerservices.wayne.edu>. The policies and procedures discussed herein are subject to changes, additions, and/or deletions.

Program Philosophy

The On-Campus Student Employment program is designed to provide convenient paid employment to Wayne State University students. We believe that the work of student employees plays a vital role in the daily function of campus units. The on-campus employment program is intended to provide meaningful employment that will promote professional growth, skills training, and career development. On-campus employment can also enhance [career competencies](#) sought by future employers. Finally, the program fosters a spirit of campus-community and involvement, thereby encouraging students to persist in their academic and future career goals.

Student Assistant

Student assistants are one of several categories of student employment and, through strict credit-hour eligibility criteria, are primarily considered to be students.

Other categories of student employment not involved in this guide, and which are governed by a different set of regulations are: graduate assistants, teaching fellows, research associates, resident advisors, etc.

Federal Work-Study

The federal work-study program essentially parallels the student assistant program relative to policies, procedures, and purpose. The primary difference between the two programs is the source by which they are funded. The federal work-study program is a federally funded employment program designed for WSU students who have received a work-study award for the applicable award period via the WSU Office of Student Financial Aid. It is recommended that supervisors/students keep track of work hours to ensure that students do not exceed their earning limits for the applicable award period.

Note: *Student assistant and federal work-study students may not work simultaneously in other categories of student employment listed above.*

Eligibility

1. As an undergraduate, the student must continuously carry at least six (6) credit-hours per semester (12 credit-hours for international students).
2. As a graduate student, the student must continuously carry at least four (4) credit-hours during the fall semester, at least four (4) credit-hours during the winter semester, and at least one (1) credit-hour during the spring/summer semester (8 credit-hours for international students during the fall and winter semesters).
3. While classes are in session, average no more than 20 hours of work per week.
4. **Federal Work-Study:** In addition to the above, the student must have received and accepted an award for the applicable award period from the WSU Office of Student Financial Aid indicating a federal work-study award (information is available to students via Academica).

How to Post a Job

Position openings are posted for a period of twenty-one days, unless otherwise indicated. University employers wishing to post a position opening for a student assistant or federal work-study student may complete and submit the [On-Campus Student Employment Job Posting Form](#).

All position openings should contain the following information:

1. Position type: student assistant and/or federal work-study
2. Name and title of contact person
3. Name of department/unit
4. Campus address, telephone number(s), and e-mail address(es)
5. Job title
6. Rate of pay (minimum wage or above)
7. Duties
8. Qualifications
9. Application Instructions

Reporting Hours Worked

Supervisors of student assistant and federal work-study students should follow standard University Payroll procedures for reporting hours worked. Units must maintain a sign-in/out sheet, or a similar time keeping mechanism (i.e., time clock) on a daily basis, to record actual student clock hours worked. **Units must retain such records for a minimum of three years.**

The immediate supervisor or designee must review and approve the student's completed Web Time Entry Time Sheet in accordance with University policy and procedure for payment on a per pay period basis. In the case of Federal Work-Study students, it is the supervisors' responsibility to ensure that students do not exceed their award earnings limit.

Maximum Hours of Work

Student assistant and federal work-study students may average no more than 20 hours of work per week and not more than 8 hours per day on a regular basis while classes are in session. "Classes in session" includes the last day of classes.

Student assistant and federal work-study students may work up to 40 hours per week between semesters (when classes are not in session) and during Spring Break if the employer has sufficient work and adequate budget. With their employer's agreement, students may also revise their work schedules during weeks that include holidays so that they may work their usual number of hours during these weeks.

Conditions of Employment

Student assistants and federal work-study students are employed under an hour's work for an hour's pay arrangement. Students who work any four hours continuously must be given a paid fifteen-minute rest period; those who work any six hours continuously must be provided an unpaid lunch period of at least one-half hour in addition to the paid fifteen-minute rest period. Students are not paid vacation, holiday, jury duty, or sick pay. Student employee salaries above \$20 per hour require written approval from Career Services.

Additional Assignments

Students may be employed without prior approval at two, but no more than two, student assistant and/or federal work-study positions concurrently. Unusual circumstances requiring more than two assignments must have the prior approval of Career Services. However, the total hours of work for the two positions should not exceed 20 hours of work per week (collectively) while classes are in session and 40 hours per week between semesters and during Spring Break. Employers must be cognizant of all work assignments of each student to comply with work-hour recommendations. International students should contact the Office of International Students and Scholars for additional details.

The Off-Semester

Student assistant and federal work-study students may declare one semester of each academic year as an "off-semester" in which they may work up to 40 hours per week, while not enrolled in classes. In cases where students are enrolled in classes, it is suggested that supervisors review student class schedules and assign additional hours accordingly. Federal work-study students are "typically" required to enroll for the requisite number of credit-hours each semester as outlined on page three of this guide. A student is not eligible to declare an off-semester prior to taking classes at the University.

A [Declaration of "Off-Semester" Form](#) must be signed by both the student and supervisor and submitted to Career Services by the supervisor within two weeks of the date of hire. International students must contact the Office of International Students and Scholars for additional details.

General Tips for Supervisors

- Upon hiring of student, state employment expectations clearly.
- Provide office tour and introduce student(s) to staff members.
- Provide guidelines, manuals, or other instruction that may apply to work.
- Communicate often through check-in meetings, email, etc.
- Provide constructive feedback as needed.

For more information regarding Student Employment Supervisor Training, please email ac2000@wayne.edu

Please direct questions and/or suggestions to:
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