



**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 student employment program is designed to provide convenient paid employment to students of Wayne State University. It is a means whereby students may earn a significant amount of financial support to help defray the costs of their college education. It also provides students with an opportunity to develop personal and work related skills in a controlled environment that fosters a spirit of campus-community and involvement, thereby encouraging students to persist in their academic and 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, 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.

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 to 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 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.

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 in order to comply with work-hour recommendations. International students should contact the Office of International Students and Scholars for additional details.

The Off-Semester

Student assistants 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. However, 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. Additional hours of work to be performed during an "off-semester" must be approved beforehand by the student's supervisor. 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.

Please direct questions and/or suggestions to:

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