

Student Workers

A guide to On-Campus Employment

Types of Student Employment

- Work Study (Federally Funded) – Work study students are paid from federal funds awarded by the Financial Aid Office. Please remember that this award is a set amount and employment is during the academic year only (while funds are available). Supervisors are responsible for keeping track of the students' award amount to ensure they don't go over it.
- Student Employment (University Trust Funded) – Students are paid from the hiring Department's budgets.

Forms / Documents Required for Employment

- All employment forms for new hires are completed online using Interview Exchange. A job aid on how to go through this process "Hiring New Students in Interview Exchange Job Aid – Managers" can be found on our hiring information page [here](#). Students are not allowed to work until they are hired in the system
- If a student has worked for the University within the last year, they are considered a rehire.
- Student rehires only have to complete the "Student Employment Authorization" form which can be found in the "Student Employment Forms" section on our forms page [here](#). The job aid for rehiring students "Rehiring Students – Managers" can be found on our hiring information page [here](#).
- Students that work over the summer must complete OBRA paperwork through interview exchange. Instructions on how to set up an OBRA packet "How to create an OBRA only packet – Job Aid for Managers" can be found on our hiring information page [here](#). The OBRA packet includes an exemption form which determines if the student must pay into OBRA. Students not enrolled in courses during a school break over 5 weeks (ex: summer) are subject to Medicare tax, and must also contribute to OBRA in lieu of social security. Students must be enrolled in at least 3 credits in order to be exempt from OBRA.

Taxes

- Employees who want to change their federal tax withholdings (W-4) may do so by logging into [HRCMS Self Service Time and Attendance](#) and updating their information online. Employees who want to change their Massachusetts state tax withholdings may do so by completing the dynamic form M-4 that can be found on our [forms page](#).

Direct Deposit

- All student employees are required to be paid by direct deposit. Students may change their direct deposit through [Self Service Time and Attendance](#) (SSTA). In the rare instance that a physical paycheck is generated, students will be notified to pick up their check in the Payroll Office on pay day. Paystubs and W-2's are available electronically through (SSTA).

Pay Day

- Pay periods run on a bi-weekly cycle. All employees are paid every other Friday. Please see the pay calendar on our website [here](#) for more information.

Student Pay Rates

- Student pay rate is the minimum wage unless a higher rate has been approved by the Provost/Vice President of Academic Affairs.

Time and Attendance

- Students should enter time directly into HR/CMS using the timesheet function.
- Students should report in and out punches on their timesheet. (Not elapsed amount)
- Supervisors are responsible for validating and approving time for their student employees.
- Hours must be validated and approved by 5:00pm Friday. Weekend hours must be validated and approved by 9:00am Monday.
- In order to provide student employees with a proper balance of academics and work/life, it is required that student employees can only work up to 20 hours per week when classes are in session. When classes are not in session (winter/spring/summer break), students may work up to 40 hours per week.
- When a student works a shift 6 hours or longer in duration, they must record at least a 30 minute lunch period. Students can only work up to 8 hours each day.
- Students' cannot work during scheduled class time even if the class is cancelled.
- It is recommended that student workers submit their hours after each shift is worked to ensure no hours are missed.
- If hours are not recorded in a timely manner and are not approved in time it could result in a delay of getting paid. Please refer to your supervisor for department expectations.
- Shifts should be recorded in 15 minute increments. See the time conversion chart below.

TIME CONVERSION CHART

MINUTES	=	DECIMAL
15		0.25
30		0.50
45		0.75
60		1.00