

# Employer Guide to Student Employment



STUDENT EMPLOYMENT HUMAN RESOURCES

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University of Nevada Reno

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## 1. INTRODUCTION

These guidelines, policies, and procedures have been developed to address the needs of student workers and their supervisors. Student employment is intended to be a learning experience that complements a student's academic and career goals and provides valuable work experience. By working part-time, students are able to earn money to help pay their college costs. Additionally, student employment provides workers to help meet the staffing needs of the University.

- For students new to the University, working on campus helps develop a sense of community and belonging. Students who feel they are a part of their university tend to do better scholastically.
- Students with little or no employment history may establish a work record and learn the fundamental skills of employment such as punctuality, communication, cooperation, and time management.
- Students prepare for the world of work through processes of interviewing, hiring, training, supervision, relating to coworkers and the public, meeting expectations, and achieving goals.
- Students have opportunities to sample several career choices through varied work experiences.
- Students with defined career objectives gain related experience that enriches their educational program. Students with otherwise limited exposure and opportunity for networking may also make valuable contacts with professionals in their chosen fields.

## 2. STUDENT EMPLOYEE DEFINITION

A student employee is a **part-time** employee who is enrolled at the University of Nevada, Reno for the primary purpose of achieving a degree. As such, the employment is temporary and part-time and is incidental to the pursuit of an academic program.

### **3. TYPES OF STUDENT EMPLOYMENT**

#### **3.1 Campus Employment**

Temporary, hourly; part-time jobs are funded 100% by colleges and departments. They have flexible work hours designed to accommodate the class schedule. The duties, responsibilities, and wage are determined by the employer. Students may work a maximum of 25 hours a week when classes are in session and as many as 40 hours during vacation periods. A student employed with more than one department needs to coordinate their schedule with both areas to not exceed work hour maximums.

This program differs from Work Study programs in that these jobs are not based on financial need.

#### **3.2 Federal Work Study Program**

The [Federal Work Study Program](#) is a “need-based” financial aid program designed to assist students in earning money to meet their college expenses. To be eligible, a student must have filed a [Free Application for Federal Student Aid](#) (FAFSA) and have a work-study allocation of funds. Each eligible student is awarded an amount of funds per semester that determines the maximum number of hours per week that may be worked. For on-campus positions, the federal funds pay 75% of the student’s wage and the employer matches the other 25% of the wage and [workers’ compensation](#), which is 1.5%.

Federal Work Study recipients may also work off-campus. Off-campus positions require a contract with the University and a deposit for the required matching funds prior to employment. The percentage of an employer contribution for wages differs by agency type- non-profit or for-profit. The off-campus Work Study agreement must be renewed annually. Contact the [Student Financial Aid and Scholarships Office](#) at (775) 784-4666 for more information.

#### **3.3 Community Service**

Students eligible for the [Federal Work-Study Program](#) may participate in positions designed to improve the quality of life in our community. In addition to activities that benefit residents of the immediate Reno area, community service opportunities include development efforts in rural areas, environmental management, youth services and literacy programs. Off-campus positions require a contract prior to the start of employment and matching funds from the employer are required. Contact the [Student Financial Aid and Scholarships Office](#) at (775) 784-4666 for more information.

#### **3.4 Literacy Challenge Program**

Through provisions in the [Federal Work-Study Program](#), there are opportunities to teach reading and mathematics to area elementary school children and/or to work with family literacy programs. Students interested in education, social work and family development should inquire at the [College of Education](#). Contact the [Student Financial Aid and Scholarships Office](#) at (775) 784-4666 for more information.

## 4. STUDENT EMPLOYMENT ELIGIBILITY

To be hired under the “student” category, all the following criteria must be met:

- Maintain half-time [enrollment at the University](#), per the [University Administrative Manual](#). Students enrolled in other institutions are not eligible for this employment type, but may be eligible as a temporary employee; contact the [Business Center North](#) (BCN) Human Resource office, 784-6844 for more information.

Students who drop credits below the 6 credit minimum as an undergraduate, or 5 as a graduate will be terminated from the “student” employment category, but may be eligible for temporary employment through [Business Center North](#) (BCN) Human Resource.

A student who has fewer than 6 credits remaining to complete the degree must provide a letter from their academic advisor requesting an exception to the credit requirement for that one semester.

- Be a U.S. citizen or permanent resident eligible to work in the United States. (For international student employment eligibility, see [section 4.1](#))
- Maintain a minimum 2.0 cumulative GPA at the undergraduate level, or 3.0 cumulative GPA at the graduate level.
- For Work Study recipients meet all the financial aid requirements, including “Satisfactory Academic Progress” toward the degree objective. Additional information is available by contacting our office.
- For summer employment, students must meet the following requirements:
  - 1) must be **enrolled in the minimum credits required** (6 for undergraduate and 5 for graduate and graduate special)

**OR**

  - 2) have **completed the spring semester and are enrolled in the minimum credits required** (6 for undergraduate and 5 for graduate and graduate special) for the fall semester
- Students in the [International Undergraduate Research Program](#) (IURP) will appear enrolled in 3 credits, 3 credits in the spring and 1 credit in the summer are considered to be enrolled full-time in compliance with the exchange agreement.
- Students who graduate at the end of a semester terminate employment on the last day of the month of graduation. If s/he re-enrolls, the minimum eligibility requirements are required.

Student eligibility to work is a separate issue from FICA Exempt status. See [section 9](#) for more information.

**Individuals who do not meet all eligibility requirements may not be hired under the “student” category. The State classified employment system has categories for temporary employment. Contact the [Business Center North \(BCN\)](#) Human Resource office at 784- 6844 or for more information.**

#### **4.1 International Student Employment Eligibility**

International students with [I-20s](#) issued by the University are permitted to work as a student employee. Documentation issued by any other NSHE institution is not acceptable for work purposes under [U.S. Citizenship and Immigration Services](#) (USCIS) regulations. International students must be enrolled full-time, 12 undergraduate credits or 9 graduate credits, and must meet GPA requirements in order to be eligible for student employment. In addition, prior to employment international students on [J-1 Exchange Visitor](#) visas (with a DS-2019) must obtain permission to work on-campus from a responsible officer of the exchange visitor program sponsoring the student. Additionally, the student must visit with the tax specialist in the [University Controller’s Office](#) regarding the tax status related to their employment.

J-1 students in the [International Undergraduate Research Program](#) (IURP) taking 3 credits in the fall, 3 credits in the spring and 1 credit in the summer are considered to be enrolled full-time in compliance with the exchange agreement.

Contact the [Office of International Student and Scholars](#) at 784-6874.

## **5. POSITION CREATION AND MANAGEMENT**

### **5.1 Job Board (Career Navigator)**

The [Career Navigator](#) is a database of all part-time positions on and off campus for students for a specific year. It complies with required federal and state reporting and audit guidelines. It is a courtesy service for on-campus and off-campus employers to advertise their part-time student positions and is designed for the sole purpose of job-related activity.

The student can search [Career Navigator](#) and identify positions s/he is interested in pursuing. The listings are competitive, and each student pursues positions that are of personal interest, offer a competitive hourly wage, work with their class schedule, and are consistent with academic and career goals.

Positions can be posted for 45 days, after which time they will lapse unless renewed in the system. Employers are permitted additional 45-day postings if they go in and extend the posting dates.

When positions have been filled or for any reason are no longer available, the employer is required to change the posting dates (to a PAST date), so that the position is no longer

active on the job board (note: this does not apply if an employer selects “Yes” to “Assign a Job Board Number ONLY”). Before changing the posting date, you must enter the number of students hired in the posting (towards the bottom of the form), and an answer of “0” or greater is required. This response counts how many students were hired as a result of the [Career Navigator](#) posting and is part of the required federal and state reporting.

Part-time and full –time positions, internships, and volunteer opportunities for students are established through [Career Navigator](#). If the intent of the employer is for a student to work full-time during the academic year (excluding summer and winter breaks) or in the capacity of a classified staff position, then the student needs to be hired under the State classified employment system.

### **Career Navigator Job Board Posting Guidelines:**

- No work in private homes for duties such as child care, nanny, yard work, moving, painting, maintenance, etc. The job board requires that you submit a business license number for this reason.
- No jobs that require out of pocket expense from the student
- No jobs that are discriminate based on gender and/or ethnicity
- No compromising positions such as adult entertainment, escort services, etc.
- No commission-only positions
- Students are eligible to work full-time when school is not in session (winter and summer break)

### **5.2 Establishing a Position**

The position is created on-line through [Career Navigator](#). You can post part–time jobs on or off campus, as well as all full-time jobs, internships, and volunteer opportunities. Employers are encouraged to create positions that permit the student to utilize their skills, knowledge, and experience in an environment that promotes learning.

You can contact the [Career Development](#) office at 784-4678 for assistance or questions.

All positions must be posted for new hires and wage increase that falls into a new student worker category (student worker II to student worker III)

**STEP 1:** The employer creates an account on [Career Navigator](#) at: [www.unr.edu/career/employers](http://www.unr.edu/career/employers)

**STEP 2:** Once the employer receives an account confirmation via their account email address, the employer can login (go to [www.unr.edu/career/employers](http://www.unr.edu/career/employers), select “For Employers”, and login), and then select “Create a New Job Posting”. Before submitting the description, the employer has two options: 1) “post” the listing, which then advertises to students that the position is open and available for interview or 2) “Assign a Job Board Number Only”. This means the employer already has a student and does not want to

interview. That position is not visible on the [Career Navigator](#) for students to see, but remains in the database and can be accessed through the employer account to edit, update, post later, and generally manage.

The job will be given a job board number (which can be used immediately, regardless of approval) and placed in a holding bin for review. Once the job posting is reviewed and approved, it will be released. Review processes happen throughout the day. Once approved, you will be able to review the position.

**STEP 3:** The position can be edited by returning to the employer account and making the changes.

**STEP 4:** When a student is hired, the job board number must be included at the top of the Eligibility and Application for Student Employment form and on the Payroll Action Form (PAF) that the student and employer completes.

Visit the [“employers”](#) section under [Career Navigator](#) or go to [Career Navigator Training Module](#) for instructions on creating a Career Navigator account, logging in to create a position and managing positions in the account. For assistance you may contact the [Career Development](#) office at (775) 784-4678.

### **5.3 Student Classification and Compensation Schedule**

The student classification and compensation system is designed to establish consistent hiring and pay practices for all student employees throughout the University.

The [student classification and compensation schedule](#) is based on the current national minimum wage and increases accordingly with the job duties, responsibilities, and qualifications. Student salaries must be at a wage no less than the minimum required by law and may not exceed the maximum classification wage amount for a student worker. Employees hired above the maximum classification wage needs approval from the director of [Human Resources](#).

The level and salary of a position should be a result of job responsibilities, supervision needed, and level of expertise required for the job. For example, many positions on campus are clerical in nature and require basic office skills. Such positions would fall under the Student Worker I classification. Positions requiring additional experience, knowledge, or skills would be assigned to higher classifications. The examples listed in each job classification may serve as a guide. Departments who want assistance in determining the appropriate level and pay scale may contact [Student Employment](#) Human Resource office.

Associated Students of the University of Nevada have a separate pay schedule that is sanctioned in the ASUN constitution and Fiscal Board Bylaws and approved by the Board of Regents.

## 6. STUDENT EMPLOYMENT JOB CLASSIFICATIONS

A student can search [Career Navigator](#) and identify positions s/he is interested in pursuing. The listings are competitive, and each student pursues positions that are of personal interest, offer a competitive hourly wage, work with their class schedule and are consistent with academic and career goals.

Each job classification has a [wage range](#); the beginning hourly wage depends on the employee's longevity, experience, duties and responsibilities.

### 6.1 STUDENT WORKER I

#### [Wage Range](#)

Duties at this level vary from routine and simple in nature to slightly complex, requiring some basic decision making. The employee will receive training or given general instructions on how to perform assigned duties of the position. Duties will be performed under supervision to insure completeness and accuracy of tasks performed.

*Examples of duties: filing, answering phones, shelving books, copying, washing laboratory glassware, stocking shelves, and other manual tasks involving light physical effort. Basic computer skills, reviewing documents for completeness, data entry, cashiering, posting, simple hardware/software maintenance under supervision, library research requiring students to summarize materials, and situations requiring similar judgment. Positions requiring manual skills and arduous physical work are included in this classification.*

### 6.2 STUDENT WORKER II

#### [Wage Range](#)

Duties at this level fall into three areas or a combination of these areas:

1. Duties are somewhat to moderately complex, are varied and involve a degree of responsibility and judgment.
2. Duties are specialized or technical requiring exceptional and diversified skills.
3. Duties include training lower level student worker positions and acting as a lead supervisor over other student workers.

Employee must take initiative regularly and frequently and must be able to provide information regarding unit procedures, rules, and regulations. Employee is given general instruction and will be expected to prioritize work, use initiative, and make decisions regarding work assignments. Employee must possess specific knowledge and skills to perform duties without detailed supervision.

Examples of duties: desktop publishing, routine hardware/software maintenance, editorial assistance, laboratory work involving research and testing, research work involving collection and interpretation of data, higher level administrative tasks, supervision, training ,or overseeing a function or service area.

### 6.3 STUDENT WORKER III

### Wage Range

Duties are specialized or technical requiring exceptional and diversified skills. Assignments involve analysis, independent judgment, and knowledge of the principles, practices, and concepts of a professional field (e.g. accounting, management information systems, computer science, biology, etc.), advanced customer service or employee supervision.

*Examples of duties: report compilation, highly technical programming, grant writing, database development, web development, highly technical laboratory or research work. Positions in this category normally involve work that is closely related to the student's academic program.*

**You may not process a student job that exceeds the maximum wage without approval from the director of Human Resources.**

## 7. HIRING PROCEDURES

### 7.1 Interview/Selection Process

A prospective employer should develop selection procedures that follow the guidelines for equal opportunity and affirmative action. The University is an [Equal Opportunity/Affirmative Action/ ADA institution](#). Questions from on-campus employers may be referred to the [Affirmative Action](#) Office at 784-1547.

Employers should consider the following in the process:

1. Review the job description to identify essential elements for successful performance of the job.
2. Have the candidate complete an application with your department. A resume might be helpful to identify prior work experience and skills.
3. Describe the position and your expectations to the student. Encourage questions about the job requirements. Evaluate the student in relation to the job tasks and duties and his/her experience, knowledge, skills, and abilities. Try to predict the student's performance and ability to be successful from the information obtained through the interview, the application, and the resume.
4. Discuss the hourly rate you feel is appropriate to the student's skills, abilities and prior work experience, the estimated number of work hours per week, and the days/hours proposed as the work schedule.
5. A student allocated Work-Study funds must provide the employer with a written referral letter from Financial Aid. Divide the semester amount of funds by the proposed hourly wage and the number of weeks in the semester to calculate the average number of hours per week.
6. It may be helpful to make notes regarding your evaluation of the student's job related qualifications to refer to when selecting the successful applicant.

## 7.2 Hiring Documents

[Hiring documents](#) must be completed for all new student employees at least 3 days prior to the student's first day of work. Once the hiring documents are received within the [Student Employment](#) Human Resource office the process time is three (3) to five (5) working days if all documents are complete, accurate, accounts budgeted and accounts linked to position numbers. See the new hire checklist on the website.

For students previously employed at the University an I-9 is not required unless the student was previously terminated, had a 90 day lapse of employment or if the current I-9 on file has exceeded 3 years. The W-4 is not required unless the student's employment has had a 90 day lapsed of employment or more.

For students whose end dates are getting extended, only a PAF is necessary. A student PAF can extend the full academic year (fall 8/16-12/31, spring 1/1-5/15 and summer 5/16-8/15).

Employers are responsible for submission of original, complete and accurate employment documents. Copies should be maintained by departments for auditing purposes. For a student employee to receive a paycheck, all the hiring documents must be received, reviewed and approved by the [Student Employment](#) Human Resource office prior to the student's first day of work.

Students must not begin working until all required hiring paperwork has been approved and processed by our office. The effective date of the hire can be no earlier than the date the PAF is received in the [Student Employment](#) Human Resource office. The employer must submit all the required paperwork a minimum of 3 working days before the deadline date for the pay period.

If the student is ineligible for the student employment category and hours were reported, those hours must be paid by the department as a temporary worker through [Business Center North](#) (BCN) Human Resources.

## 7.3 Position Control and Accounts for On Campus Positions

The department must include a position control number on each PAF. Position control numbers are assigned to the department either by [Planning, Budget and Analysis](#) or [Grants and Contracts](#), depending upon the funding source. **This number is not the same as the Job Board number.** Our office cannot process the hiring documents unless one of the offices named above have "linked" the position control number and the department's account number.

Since all student employment positions are temporary, all account lines on the PAF must have an end date. If the account line will change during the academic year and all account numbers are known at the time the initial PAF is submitted, include all accounts on that initial PAF. Student PAFs can only extend one academic year.

## 7.4 Earnings Codes

The following earnings codes are used on the PAF to identify the type of student employment

### On-Campus

STU = Regular Student Employment

STF = Student Flat Amount (Used by Student Employment approval only)

FW1 = Fall Federal Work Study Program

FW2 = Spring Federal Work Study Program

FW3 = Summer Federal Work Study Program

### Off-Campus

FC1 = Fall Federal Work Study Program (Non-Profit Employer)

FC2 = Spring Federal Work Study Program (Non-Profit Employer)

FC3 = Summer Federal Work Study Program (Non-Profit Employer)

FO1 = Fall Federal Work Study Program (For-Profit Employer)

FO2 = Spring Federal Work Study Program (For-Profit Employer)

FO3 = Summer Federal Work Study Program (For-Profit Employer)

### Literacy

AR1 = Fall Federal Work Study elementary school and family literacy reading tutors.

AR2 = Spring Federal Work Study elementary school and family literacy reading tutors.

AR3 = Summer Federal Work Study elementary school and family literacy reading tutors.

## 7.5 Processing Deadlines

Documents submitted for processing **must** be complete and prior to the [deadline](#) dates published by [Payroll](#). Incomplete and late documents received in our office after the deadline may not get processed in time for that pay period. Staff will make every effort to complete processing, but there is no guarantee. A checklist of required hiring documents is provided on the [Student Employment](#) Human Resource website.

**Refer to [section 7.2](#) above concerning employment start dates.**

A link to the [Payroll Schedule](#) is available on the [Student Employment](#) Human Resources website under "[forms](#)".

## 7.6 Verification of Enrollment

The supervisor is responsible for verifying that the student meets all the eligibility requirements prior to hiring—credits and grade point average. Paperwork submitted for ineligible students will be returned unprocessed to the department. If the student worked

(even though we have stated that s/he should not be allowed to start), hours worked must be paid by the department as a temporary worker through [Business Center North](#) (BCN) Human Resources.

### **7.7 Performance Evaluation**

It is important that the supervisor identify job responsibilities and expected performance for the student employee. Periodic performance appraisals, both formal and informal, should be conducted. We suggest that student employees be formally evaluated each semester and no less than once a year. Evaluations are valuable tools in assessing the student's progress, providing positive reinforcement for good performance or an opportunity to discuss areas that need improvement, and for establishing goals. Evaluations benefit both the student and employer by encouraging communication.

A sample [evaluation form](#) is available on the [Student Employment](#) Human Resources website. However, employers may develop their own evaluation system provided it is consistently used for all students. A signed copy of the [evaluation form](#) should be provided to the student and the original placed in the student's departmental personnel file.

### **7.8 Merit**

The employer determines frequency and manner in which merit raises are made within the job classification schedule. Student employees should be evaluated on a regular basis, typically once a semester. If the evaluation is satisfactory, a merit increase within the classification [wage range](#) might be appropriate. A new PAF is required to submit this change. If the classification changes a new job board number must be obtained.

If the PAF is submitted after timesheets have been generated, the wage on the pre-printed timesheet must be manually changed to the new rate. The employer makes the change on the timesheet prior to submitting it to the [Payroll](#) office.

Retroactive pay raise adjustments must be calculated by the employer and submitted on a [PR-29](#) or added to the employer's student timesheet with a separate notation for previous hours. Contact [Payroll](#) at 784-6653 for specific instructions.

### **7.9 Promoting a Student Employee**

To upgrade an existing position post on [Career Navigator](#), a new PAF is required to process this change. For wages from \$6.85 - \$10.00 a \$1.00 increases may be granted without [Student Employment](#) Human Resources approval. For wages above \$10.00, approval is required by the director of [Human Resources](#). The 10% increase must be stated on the student's PAF in the comment section. A 10% increase is only allowed once per academic year.

## **8. PAYROLL PROCESSING**

One of the most important responsibilities of an employer is to ensure that student payroll information is accurate, complete, and timely. Departments must inform all supervisors within their areas of responsibility regarding payroll deadlines and procedures. For a current copy of the [payroll cut-off schedule](#) visit the Payroll Office website [Payroll](#) or link from [Human Resources](#).

### **8.1 Departmental Records**

Federal regulations require that the actual hours and days worked by students be documented and signed by the supervisor and the student. Employers must keep these records for 5 years. The internal auditors verify departmental records of hours and days worked with student class schedules. Students **MUST** not work during times that they are scheduled to be in class. If a class is cancelled and the student works that hour, it should be noted in the department's records. Total hours worked must be transferred to payroll timesheets for students to be paid. Work hours may be projected to the end of the pay period and adjusted accordingly in the next pay period if there is a difference.

### **8.2 Payroll Periods**

Payroll periods are from the 1st through the 15<sup>th</sup> (payday on the 25<sup>th</sup>) and the 16th through the last day of each month (payday on the 10<sup>th</sup>), as per the schedule established by the [Payroll](#) Office. The schedule is available to view at [www.unr.edu/vpaf/hr/forms](http://www.unr.edu/vpaf/hr/forms).

### **8.3 Paycheck Disbursement**

Student employees are paid on the 10th and the 25th of each month. If the 10th or the 25th falls on a weekend or holiday, payroll checks will be ready the Friday before the weekend, or the last working day before the [holiday](#). Payroll checks can be picked up in person at the [Cashier's](#) office, 3<sup>rd</sup> floor, [Fitzgerald Student Services Building](#). Students may request [direct deposit](#) by providing the [Payroll](#) office with an authorization form.

Wages paid to student employees are subject to federal tax and must be reported. Each student employee receives a Wage and Tax Statement, Form W-2, at the end of each tax year. If the form has not been received by January 31, the student should contact the [Payroll](#) office at 784-6653.

### **8.4 Timesheet Guidelines**

Timesheets are available at [Student Employment](#) Human Resources website for on-campus employers. The supervisor must initial the hours and dates a student has worked within the pay period. If a student is scheduled to be in class and that class is not in session and the student is working a notation must be added to the timesheet on that particular date and time stating the reason the student was working during his/her class schedule.

Timesheets must be submitted to the [Payroll](#) office by the deadlines specified on the [payroll cut-off schedule](#) for a student to be paid on time for that pay period. The proper [authority](#) must sign the original timesheet. Timesheets are reviewed for departmental signatures and documentation. Discrepant information will result in no payment to the

student until the problem is resolved. Once the timesheet has been submitted, only the [signing authority](#) may make changes. All changes to the timesheet must be made in person at the [Payroll](#) office.

The [Payroll](#) Office publishes a [schedule of deadlines](#) with timesheets each pay period. An email will be made to the department contact when timesheets are available. It is the employer's responsibility to ensure that the timesheet is picked up and returned by the appropriate deadlines.

A student's name will no longer appear on the department timesheet after the end date on the PAF or when a termination PAF is submitted.

The following guidelines provided by the [Payroll](#) office will simplify the timesheet process:

- Information must be printed clearly.
- For employees without hours, the line should be left blank.
- Hours earned in a prior pay period should be noted separately on the timesheet, including position number, account number, amount, and dates.
- Retroactive pay may be added to a timesheet or submitted on a PR-29. The number of hours worked and the difference between the wage paid and the correct wage must be clearly noted.
- If the student's hiring documents are correct and complete and have been submitted to Student Employment at least 3 days prior to the deadline on the [Payroll Cutoff Schedule](#), his/her name may be added to the employer's student payroll timesheet or submitted on a [PR-29](#). However, if the paperwork is found to be incomplete or inaccurate or the student is not eligible, he/she will not be paid until the problem is resolved.

For questions regarding timesheets, please contact the [Payroll](#) office directly at 784-6653.

## 9. FICA

[FICA](#) is social security (6.2%) and [Medicare](#) (1.45%) taxes on employee wages. Both the employee and the employer make a matching contribution.

During Fall/Spring semesters, a student employee is [FICA](#) exempt if he/she:

- Is eligible for student employment
- Has international student status.

During the summer, a student employee is [FICA](#) exempt, if he/she:

- Meets the eligibility requirements for summer student employment (refer back to Section 4), AND is enrolled in a minimum of one credit during the first or second summer term(s). Mini-term enrollment is not considered for the FICA exemption.
- Has international student status.

A student employed concurrently in more than one student employment, casual labor, classified, or professional appointment is **not** exempt from [FICA](#). [FICA](#) is charged to the employee's most recent employer. The student and all the employers are responsible to coordinate the total hours to remain within limitations.

## 10. WORKER'S COMPENSATION INSURANCE

This is an employer paid tax to provide income continuation in the event of an on-the-job injury. Each department is responsible for paying the [Workers' Compensation](#) at 1.5% on the earnings for all students it employs.

## 11. MONITORING WORK STUDY ELIGIBILITY AND EARNINGS

### 11.1 Work- Study Allocation

Through the annual financial aid application and awarding process, the [Student Financial Aid and Scholarship](#) office determines a student's "financial need" and [Federal Work-Study](#) dollars can be offered. Federal regulations do not permit [work study](#) earnings to exceed his/her allocated amount of dollars per semester. The employer is responsible for maintaining a cumulative record of the student's gross [work study](#) earnings. The [work study](#) allotment balance is printed on the department timesheet each pay period. Employers should review the records of hours worked to determine the remaining hours available in the next pay period to ensure that the student does not exceed his/her allotment. **Hours submitted that exceed the remaining balance of the work study allotment are automatically charged at 100% to the employer's account.**

[Work study](#) awards can only be earned between the dates identified on the work study referral provided by the student at the time of hire. Typically the award is for an academic year. Therefore, the period of employment may be as early as the week before classes begin and end with the last day of instruction each semester.

When the student earns all of the fall semester funds, the student must stop working until the spring semester begins. The spring semester portion of the award can only be earned during that semester. However, unearned funds from the fall semester portion of the Work Study award may be carried forward and earned with the amount allocated to the spring semester allocation. Carrying funds forward from the academic year to summer and from the summer to the following academic year is prohibited. Currently, summer [work study](#) is not awarded at the University of Nevada, Reno.

To place a [work study](#) student on student employment, the employer must submit the PAF indicating FW1, FW2, or FW3 as the earnings code. **Refer back to [section 7.4](#).** To ensure proper charging of the account, it is critical that the appropriate codes be used.

### **11.2 Allocation Revision**

A student's allocation may increase or decrease due to changes in the student's financial need, enrollment status, student budget, or the addition of other resources or assistance. When a revision occurs, the student is notified of the change. It is the student's responsibility to notify the employer to ensure that appropriate adjustments are made to the student's work hours.

Any increase in hourly wage and retroactive pay increases also affect the student's balance of earnings as will concurrent employment (work study students employed in two or more work study positions).

### **11.3 Record Keeping**

All employers and their student employees should keep a monthly record of each student's earnings to avoid exceeding the allocation. The maximum that may be earned is identified on the student referral form issued by [Student Financial Aid and Scholarship](#). The total divided by the rate of pay is the number of hours the student may work during the semester. The balance remaining appears on the timesheet each pay period. If the student has more than one campus job, the employers and student need to coordinate the use of the student's allotment.

### **11.4 Changes in Eligibility**

Should a student's eligibility for [work study](#) change due to unsatisfactory academic progress, enrollment or other situations, [Student Financial Aid and Scholarships](#) will notify the department. The student must immediately be terminated or transferred to another account.

At the discretion of the employer, the student may be considered for regular student employment if they meet those requirements. **An employer who permits an ineligible student to continue working is responsible for 100% of the wages earned and those will automatically be charged to the employer's account.**

## **12. GENERAL EMPLOYMENT POLICIES**

### **12.1 Absences**

Student employees should notify the supervisor no later than the beginning of the scheduled work period when he/she is unable to work. In the case of an extended absence, the estimated duration should be reported to the supervisor as soon as possible. The supervisor is responsible for authorizing all absences.

## **12.2 Affirmative Action/Equal Opportunity**

The University of Nevada, Reno is an [Equal Opportunity/Affirmative Action](#) employer and does not discriminate on the basis of race, color, religion, sex, age, creed, national origin, veteran status, physical or mental disability, and in accordance with university policy, sexual orientation, in any program or activity it operates. The [Affirmative Action Office](#) is responsible for investigating complaints and for receiving grievances from students, faculty and staff in matters dealing with discrimination. If you have questions, contact the [Affirmative Action](#) Office at 784-1547.

## **12.3 Breaks**

[Per NAC 284.524](#) a student working a consecutive 4-hour work period is entitled to a 15-minute break with pay. A student working a full 6-hour day is entitled to two 15-minute breaks with pay and no less than a 30-minute lunch break without pay. Lunches should be recorded on student timesheet. Breaks should not be taken at the beginning or the end of the work period and are not cumulative. For more information on breaks visit the [U.S. Department of Labor](#) website or the [State of Nevada, Personnel NAC & NRS](#).

## **12.4 Concurrent Employment**

A student may work more than one student employment position. However, the student must advise all the employers involved and monitor the total hours for all positions. [FICA](#) is charged when the total hours reported for all positions exceeds 32 and overtime is charged at 40 hours. Failure to do so may result in termination of the student from a position(s).

## **12.5 Drug Free Workplace Policy, Sexual Harassment, Workplace Safety, Worker's Compensation Policies and Nepotism**

All new hire student employees must receive and sign the [New Hire Polices and Acknowledgment](#) form before their hiring documents can be processed.

## **12.6 Employee Benefits**

Every student employee is covered during his/her working hours by [Worker's Compensation](#) insurance for work related injury/illness. The coverage provides an incapacitated student employee the means of support and medical care when unable to work because of a job related disability. An employee must immediately report any job related accident or illness to his/her supervisor. The supervisor is responsible for completing the appropriate forms for the [BCN Workers' Compensation](#) office. If you have questions, contact [BCN Workers' Compensation](#), phone 784-4394 for procedures, forms and information.

Student employees are not eligible to receive other employment benefits such as [shift differential pay](#), [paid holidays](#), [vacation leave](#), [sick leave](#), [retirement benefits](#), or [permanent status](#).

## **12.7 Employee/Employer Conflicts**

Both the employer and the employee share the responsibility of addressing problems that may occur during the course of the student's employment. There should be realistic expectations of both the supervisor and the employee.

The following guidelines have been successful in dealing with employee/employer conflicts:

- Address problems as they arise, not after they accumulate. Deal with minor concerns before they become major problems.
- Review job responsibilities, duties, and expectations. Make sure they are clear to both the supervisor and the student.
- Avoid personalizing critical comments. Discussions regarding performance should be conducted in private.

If assistance in resolving conflicts is required, employers and/or employees may contact our office or the [Affirmative Action](#) office (775)784-1547.

## **12.8 Overtime**

Student employment positions are temporary, part-time positions that offer individuals whose primary purpose here is to be a student an opportunity for work experience. Hours worked are flexible and variable. Due to the nature and purpose of these positions, overtime should not be incurred. However, in unusual situations (i.e. during summer employment or special events) a student may work overtime. For hours worked in excess of eight hours per day and 40 hours per week, overtime must be paid at one and one-half times the normal hourly rate. All overtime for students must have prior authorization from the supervisor. For more information visit the [U.S. Department of Labor](#) website.

## **12.9 Termination**

Since student employment is temporary, hourly and part-time, it can be terminated at any time at the discretion of the employer. Also, if a student drops below the required credit and GPA requirements, the student employment status must be terminated. It is advisable that the supervisor keep notes regarding the student's performance that may have led to the termination.

A student may terminate himself or herself. Reasonable notice should be given to the employer in writing.

The employer should submit a termination PAF when a student has been terminated or will no longer work for that department.

## **12.10 Work Hour Limitations**

Student employees may work 25 hours per week during periods of enrollment when classes are in session (Fall/Spring semesters). Students must not be scheduled to work

when they have a scheduled class period. Student employees may work a maximum of 25 hours a week except during periods of non-enrollment (summer and winter breaks).

Students cannot work more than eight hours a day or a 40 hours work week (Sunday-Saturday). Should these limitations be exceeded, the employer must pay overtime. Contact [Payroll](#) at 784-6653 for further details.

When a student is employed with more than one department the employer should coordinate their schedule with the other department as to not exceed work hour maximums.

An on-campus employer who wants to fill a full time position during the academic year must establish a casual labor or classified position through [Business Center North](#) (BCN) Human Resources.

International students attending the University on [F-1 visas](#) who work on campus are required to comply with [U.S. Citizenship and Immigration Services](#) (USCIS) guidelines that limit hours worked to 20 per week during periods of enrollment and 40 during summer and winter breaks.

Hours worked by international students on [J-1 Exchange Visitor visas](#) are limited by authorization from the sponsor, and may not exceed 20 hour per week during periods of enrollment and 40 hours per week during summer and winter breaks.

Per the [United States Code Title 38, Chapter 9](#), students participating in the Veterans Work-Study program is permitted to work up to an average of 25 hours per week.

### **12.11 Background and Personal Reference Checks**

[Background and personal reference checks](#) may be requested by the hiring department. It is the hiring department's responsibility to initiate the background and personal reference check. The hiring department must note on the job board posting that a background check and/or personal references will be required of the selected applicant.

### **12.12 Nepotism**

[NRS 281.210](#) prohibits the appointment of closely related individuals to positions in which one employee is in the line of supervision over the other employee. This regulation also applies to current employees who are appointed to different positions through promotion, transfer, voluntary demotion or any other type of appointment, and individuals who become related to each other, such as through marriage.

Immediate supervisor or direct line of authority applies to

Spouse	Aunt
Child or spouse of a child	Uncle
Parent	Niece
Sibling	nephew

Grandparent  
First cousin

grandchild

Employees, who become related after they have been appointed to their positions, shall within ten working days of becoming related:

- (a) Notify the appointing authority of the relationship; and
- (b) Submit to the appointing authority a recommendation for action to be taken by the appointing authority to ensure that the employees do not continue to hold positions in which one of the employees is the immediate supervisor of the other employee.