

Student Worker Helpful Hints

General Things for ALL to Know:

- Students should NOT begin working prior to turning in all the required employee paperwork (I-9, W-4, Direct Deposit Forms) and being set up in the system.
- Students should always record ACTUAL start and stop times for each day worked. This includes time out and time back in for lunch when applicable.
- Hours worked MUST be recorded through Self-Service prior to the posted deadlines listed on the Student Payroll Schedule. **Time should be entered at the end of each day of work.** (After the deadline date and time have passed, access to enter or approve time for that pay period is no longer available and a paper timesheet should be submitted.)
- The Student Payroll Schedule and the Self-Service Time Entry Procedures can be found online at <https://www.southwestern.edu/business-office/payroll/>
- Pay Advices & W-2s may be found on Self-Service, under the Employee menu.
- Maximum Hours Allowed. **It is the responsibility of the student and the supervisor(s) to work together to ensure the maximum hours are not exceeded.**

Fall & Spring Semesters	<= 17 hours/week on average
Summer Terms	<= 40 hours/week for a Maximum of 12 weeks
Calendar Year	Students may not exceed 884 hours/cal. year (Hours may be limited for certain terms based on prior work history to ensure 884 is not exceeded for the calendar year.)
Overtime	Overtime is NOT Allowed unless prior approval is received from Budget Officer & Senior Staff. Prior approval must be forwarded to studentpayroll@southwestern.edu .

Additional Information for Supervisors:

- Supervisors are responsible for knowing when the students worked, for ensuring students record their time accurately, and for approving work hours before the scheduled approval deadlines.
- Supervisors are responsible for monitoring payroll reports and budgets to ensure maximum hours and student payroll budgets are not exceeded.
- The 884 maximum hours per calendar year must be enforced due to TIAA plan eligibility rules and the Affordable Care Act. If a student works an average of 17 hours/week in the Spring & also 40 hours/week in the summer, they may NOT be able to work an average of 17 hours in the Fall because the total 884 hour maximum is based on 17 hours a week during the year. (884 hrs./17 hrs. = 52 weeks)