



THE UNIVERSITY of
NEW ORLEANS

ADMINISTERED BY: Office of Vice
President for Business Affairs

Policy No: AP-BA-23.5
TITLE: Student Employment
EFFECTIVE DATE: September 1, 2014
(*Policy Revised, see below)
CANCELLATION:
REVIEW DATE: Spring 2024

PURPOSE

To establish policies and procedures to be followed in the employment of Federal Work-Study (FWS) and Budget (General & Restricted Fund) student workers at the University of New Orleans and to prescribe responsibilities for the maintenance of FWS and Budget student employment for UNO records.

AUTHORITY

Title IV of the Higher Education Act of 1965, as amended. 34 CFR 673 et seq. Part Two, Chapter III, Section IV of the Bylaws and Rules of the University of Louisiana System.

DEFINITIONS

Federal Work-Study (FWS) is a federally funded program that provides jobs on and off campus for undergraduate and graduate students with financial need.

Budget Student Employment is the University (general and restricted) funded student employment program, which provides on and off campus employment within various departments. The source of funds for these students’ jobs is the department’s student wage budget(s).

“Other” Student Employment is a privately funded program which provides jobs on and off campus for undergraduate and graduate students.

Student Eligibility for Employment under Federal College Work-Study is established through the Free Application for Federal Student Aid (FAFSA) process. To be eligible, a student must have a current, completed FAFSA form on file with the University, be a student in a degree seeking program and meeting Satisfactory Academic Progress (SAP). See (**Enrollment Status of Students Eligible for Employment** for the number of hours student must be enrolled in).

Periods When Classes are not in Session are periods after exams (prior to subsequent semester), winter break, and registration.

Non-Enrollment Employment Form is the form all students must complete to apply for FWS during the period of non-enrollment.

Academic/Award Year consists of fall, spring, and summer semesters, respectively.

Minimum Rate Per Hour is the rate of pay per hour that can be paid to a student employee based on the current federal minimum wage as determined by federal legislation.

Federal Work-Study (FWS) Allocation is the total amount of the Federal Work-Study award determined by the Financial Aid Administrator. The award allocation is the maximum a FWS student employee may earn. An award is generally offered for the academic year. On average, half the total amount awarded is for the fall semester and the remaining half is for the spring semester. Summer awards are offered on a request basis. Students must complete a Summer Request for Federal Work-Study Form so the Financial Aid Administrator can check eligibility. Unearned allocations do not carry over from semester to semester (i.e. fall to spring or spring to summer).

Enrollment Status of Students Eligible for Employment - Undergraduate students must be enrolled at least half-time (six hours) during fall and spring semester. Graduate students must be enrolled at least half-time (five hours) during each fall and spring semester to be eligible for employment.

Budget student workers are not required to be enrolled during the summer term; however, student workers must be enrolled at least half time (3 hours) for the summer term if using FWS funding allocated for the summer enrollment period. Regardless of the type of student worker, students working during the summer term must be registered for fall classes unless they graduate in the summer term.

Students may not begin working as student worker before his or her official admit date.

For the purpose of **FWS Student Employment**, students must maintain at least half-time status throughout the semester (in credit hour courses) in order to continue working.

For the purpose of **Budget Employment**, if a student drops below half-time status after the first four (4) weeks of the semester, but is still enrolled, they are eligible to continue working in the department. If the student changes departments, the student must be enrolled at least half-time in order to be rehired.

A **Budget student**, who is scholastically dropped, withdraws from UNO, on academic probation, does not maintain a cumulative 2.0 grade point average as an undergraduate student or a cumulative 3.0 grade point average as a graduate student is not eligible for student employment.

Students who graduate and do not intend to enroll in the subsequent semester in a degree-seeking program with at least half-time status are not eligible for employment as FWS or Budget student employees. The employment of these students terminates the last day of final exams.

It is the responsibility of the hiring department/Department Head/Supervisor to monitor the student's enrollment status. If the student becomes ineligible for employment due to any changes in the student's enrollment status as described previously, then the hiring department must notify the Office of Enrollment Services. A student terminated by the initial department because of ineligibility is not eligible for hire in another department.

Number of Hours Students Are Allowed to Work - Student employees are permitted to work a maximum of 29 hours per week. International students in F1 and J1 status are limited to no more than 20 hours of work each week during the academic term; however, they may work up to 29 hours per week during official vacation periods. Students are not allowed to work during the times they are scheduled to be in class. If a class ends earlier than scheduled, a student may not clock in until the scheduled class time has passed. The student's exam schedule replaces the class schedule during the exam period. Therefore, a student will not be allowed to work during the time he/she is scheduled to take an exam. The student's supervisor must obtain the student's exam schedule during that period. It is the responsibility of the hiring department/Department Head/Supervisor to ensure student workers do not exceed work hour limits.

Student Employee Title is the title assigned to an individual student employee by the department. Departments should list jobs for student employees under the following titles:

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| A. Box Office Assistant | I. Other |
| B. Cashier | J. Personal Trainer |
| C. Computer Technician | K. Recreation Assistant |
| D. Electrical Technician | L. Research Assistant |
| E. Exercise Instructor | M. Student Clerk |
| F. Laboratory Assistant | N. Student Assistant |
| G. Library Assistant | O. Teaching Assistant/Tutor (not G.A.) |
| H. Lifeguard | P. Office Assistant |

Enrollment Services has several student employments forms that are designed for a specific purpose. The hiring forms/documents for student employees are available on [SharePoint](#) under the STUDENT EMPLOYMENT column. Listed below are brief explanations of each form:

- A. **FWS and Budget Student Employment Appointment/Change Form (Form 6)** is an electronic document required to hire/rehire a FWS or Budget student employee, change his/her rate of pay, change student's supervisor name, change speed key number; and to cancel or terminate a FWS or Budget student employee.
- B. **Student Loyalty Oath** is a form required by the State of Louisiana of all new student employees.
- C. **Confidentiality Agreement** is a form required by University of New Orleans Information of all new student employees.
- D. **Employee's Withholding Allowance Certificate (Form W-4)** is required for federal tax withholding purposes.
- E. **State of Louisiana Employee's Withholding Exemption Certificate (Form L-4) or (Form L-4E)** is required for state tax withholding purposes.
- F. **Employment Eligibility Verification Form (I-9 Form)** is required for proof of citizenship or eligibility to work. ALL new hires student employees must be E-verified by Enrollment Services

- G. **FWS Allocation Letter** is the notification to the department of the amount of FWS funds allocated to the FWS student employee as determined by the Office of Enrollment Services.
- H. **Part-time Employment Application** is a form the student completes to indicate his/her contact information, major, classification, hours enrolled and work experiences. Also, the form outlines the Federal Work-Study Program guidelines for FWS recipients.
- I. **Student Employee Class/Work Schedule Form** is designed to allow the student employee to prepare a class/work schedule indicating when they have class and when they are available to work. Students and employers must be aware that students are NOT ALLOWED to work during scheduled classes.
- J. **Student Employee Daily Time Sheet/Card** is designed to allow the student's supervisor to keep a record of a student employee work hours on a daily basis. Time-in/time-out notation for each workday is formulated on this time sheet, which facilitates the bi-weekly preparation of the payroll timesheet.
- K. **Student Employee Payroll Time Sheet** is the official payroll document that is required by departments for all student employees. This time sheet lists hours worked each week with bi-weekly totals. The time sheet information is entered on UNO Time Leave Entry System.
- L. **Requisition for Federal Work-Study Students** is a form used to request FWS students for employment in a particular department. Each year mid-April, Enrollment Services will end these requisitions out to the UNO community in order that this information is available for each new academic/award year. The requisition form must be completed and returned by May 31st of each year.
- M. **Notice of Exceeding FWS Allocation** is a form that the Office of Enrollment Services will send to notify the immediate supervisor of the FWS student that the student has exceeded the award allocation.
- N. **Charge Reversal Forms** are forms submitted to payroll to reverse incorrect charges.

GENERAL POLICY

The University recognizes student employees make essential contributions to the functioning of the University. It is also recognized that a student employee should be a student first and an employee second.

The University of New Orleans requires all domestic student employees have a current, completed Free Application for Federal Student Aid (FAFSA) form on file with the University. The student will be reviewed for Federal Work-Study prior to being hired as a Budget student employee.

Student employees are allowed to work up to a maximum of 29 hours per week. It is the responsibility of the hiring department/Department Head/Supervisor to ensure student workers do not exceed work hour limits.

Students are not allowed to work during scheduled class times. If a student is dismissed from class earlier than scheduled, the student is not allowed to clock in during that time. The student may not clock in until the scheduled class time has passed. The student's exam schedule replaces the class schedule during the exam period; therefore, a student may not be allowed to work during the time he/she is scheduled to take an exam. The student's supervisor must obtain the student's exam schedule during that period.

PROCEDURE

ESTABLISHING THE RATE OF PAY

Pay rates may not be below the current federal minimum wage at the time of employment. The maximum rate of pay for any student must be approved by the Dean or Department Head of that unit.

A department will not be allowed to arbitrarily increase a student employee's rate of pay. Special rates may be assigned to students serving the capacity of Graduate Teaching Assistant, Graduate Research Assistant, Proctor, Study Supervisor, Student Government Association Officer, Student Supervisor, Machine Operator, Dormitory Counselor, Certified Trainer, Lifeguard, or Swimming Instructor.

If a department desires to increase the rate of pay for a student employee, an increase pay rate justification letter must be submitted to the Office of Enrollment Services for approval along with a Form 6. The department will be notified (via the Form 6) upon approval or denial.

PREVENTING AN OVERAWARD OF FWS ALLOCATION

The total amount a student may earn must not exceed the total FWS allocation awarded per semester. The Office of Enrollment Services will generally award a student for the entire academic year. For example, if a student was awarded \$2,000 for the academic year, the student may earn a maximum of \$1,000 per semester. Please note, unearned allocation for the fall semester does not carry over to the spring semester nor does unearned allocation for the spring semester carry over to the summer semester. It is imperative that departments do not allow students to exceed the FWS award allocation per semester.

Note: If a student employee exceeds the allocation during the semester, the excess student earnings will be charged to the department's budget, through the reconciliation of FWS earnings. The Office of Enrollment Services will send a "NOTICE OF EXCEEDING FWS ALLOCATION" to Payroll and a copy to the department.

MAINTAINING DAILY TIME RECORDS FOR AUDIT COMPLIANCE

Each Department Head / Supervisor is responsible for maintaining daily time records for each student employee and certifying that the time reported is correct. Student employees are not allowed to maintain or certify their own student employee payroll time sheets. The daily time sheets or time cards must be signed by the student and certified by their supervisor. Such records must be kept for a minimum of four (4) years and be available for audit. Each Department Head / Supervisor of a student employee must enter the total number of hours worked for each student employee via UNO TIME LEAVE

ENTRY SYSTEM. The time must be entered accurately on a bi-weekly basis as requested by the Department of Human Resources and Payroll. If a student employee has not worked during a particular pay period, a time sheet must be submitted with zero (0) hours worked to the Payroll Department.

EMPLOYMENT WHEN CLASSES ARE NOT IN SESSION

A student may be employed under FWS and Budget employment during period when classes are not in session such as after exams (prior to subsequent semester), winter break, and registration. To be eligible for employment during these periods, student employees must be enrolled at least half-time throughout the semester preceding the period and intend to re-enroll for the semester following the period.

These periods include: End of the summer semester - beginning of fall semester; end of fall semester - December 31st; January 1st – beginning of spring semester; and end of spring semester – beginning of the summer semester.

All student employee hours worked and earned during the last pay period of the fiscal year must be entered into UNO time leave entry, and reconciled to the reporting year ending June 30th.

THE HIRING PROCESS OF STUDENT EMPLOYEES (FWS/BUDGET)

Student employment is to be conducted in accordance with the nepotism provision of the Louisiana Code of Governmental Ethics (Act 443 of 1979 Louisiana Legislature), section 2-13 of the By-laws and Regulations of the Board of Supervisors, and the President’s Memorandum of August 24, 1979, and PS-25 which states in part, “it shall be contrary to general University policy for persons related to each other in the first degree by blood or marriage to be placed in a supervisor-employee relationship. This restriction will apply to all forms of employment...including student workers.”

All students (FWS and Budget) and departments involved in the hiring process must complete the following procedures and documents and submit the documents to the Office of Enrollment Services for approval before beginning employment:

Federal Work-Study

- Students must receive and accept a FWS award.
- Students must report to the Office of Enrollment Services for job placement and receive a Federal Work-Study Allocation Letter.
- If the department is interested in hiring the student, the Federal Work-Study Allocation Letter must be submitted to the Office of Enrollment Services. If the department is not interested in hiring the student, he/she must return to the Office of Enrollment Services for further placement assistance.

Budget

- Students interested in budget employment initiate and complete the entire interviewing process with the department of interest. When the student finds a department willing to hire him/her, the student must complete normal procedures for hiring student employees. (refer to Procedures for Hiring FWS/Budget Student Employees).

Procedures for Hiring FWS/Budget Student Employees

- The department must complete the Student Employment Appointment/Change Form (Form 6).
- The department must have the student complete the [Loyalty Oath](#), [Confidentiality Agreement](#), W-4 Form, [L-4](#) or [L-4E Form](#), and [I-9 Form](#). The Office of Enrollment Services requests that these forms be submitted the same day the department conducts the interview and makes the decision to hire the student employee.
- The department must also attach the proper identification as required per the I-9 Form.
- Upon receipt of **ALL COMPLETED** forms and documents, the Office of Enrollment Services will process and submit (via SharePoint) the Form 6 to the Office of Human Resource Management and forward the W-4, and L-4 or L-4E and [Payroll Direct Deposit Form](#) to the Payroll Department. The Form 6 will be entered into PeopleSoft by the Office of Human Resource Management and submit (via SharePoint) to the Payroll Department to be completed.
- The Payroll Department will then enter all federal and state tax information. The department should always contact Payroll immediately on all “NEW HIRES” OR “REHIRES” because an electronic time sheet may or may not generate for the student employee.
- A department head/supervisor shall not allow a student employee to begin working until they receive an official email confirmation that the student has been hired through payroll. Any violation of this policy may result in disciplinary action.

THE REHIRING PROCESS OF STUDENT EMPLOYEES (FWS/BUDGET)

Students must be enrolled at least half-time in credit hour courses, and are required to have filed a FASFA form for the new year, which must be on file with the University.

The department must submit a new Form 6 and a new I-9 with the proper identification/documents for **ALL** rehires. Supervisors must confirm validity of all documents/identification. These documents must be valid and current – An expired document (i.e., Driver’s License, Passport, etc) is not acceptable. **The student is not allowed to start working in the department for the new academic year without the submission of new Form 6.**

If a student is changing to another department, the new department must submit a new Form 6 and a new I-9 with the proper identification/documents – regardless if the prior department has already submitted the paperwork. Supervisors must confirm validity of all documents/identification. These documents must be valid and current – an expired document (i.e. Driver’s License, Passport, etc) is not acceptable. **The student is not allowed to start working in the department for the new academic year without the submission of new Form 6.**

If a student worked in a department previously and was terminated, the department is required to complete the Form 6 (FWS & Budget) to rehire the student in the same department.

If a student is employed (never been cancelled) in a department and another department is interested in hiring the student, the student must be terminated by the initial department and rehired via Form 6

(FWS & Budget) by the new department. (The department that the student worked in initially must do the cancellation in order for the new department to hire the student.)

DISCIPLINARY ACTION for FEDERAL WORK-STUDY

The department must contact the Office of Enrollment Services with questions or concerns regarding disciplinary action(s) of **Federal Work-Study student workers**. Information must be documented in writing and then submitted to the Coordinator of Student Employment. The Coordinator of Student Employment will then proceed with any disciplinary action(s) according to Federal Regulations mandated by the Department of Education. Certain actions, such as fraud, will result in immediate termination of the Federal Work-Study student and funds.

DISCIPLINARY ACTION for BUDGET STUDENTS

Information must be documented in writing and retain in the student's employment file. Certain action such as fraud should be reported to Judicial Services and will result in immediate termination of the Budget student. Submit a completed Form 6 to terminate the student's employment.



John W. Nicklow
President
University of New Orleans

**Policy Updates:*

*Revisions: 03/25/2021
05/18/2020
04/30/2020
04/07/2020
01/16/2020
04/26/2017*