



THE UNIVERSITY of
NEW ORLEANS

ADMINISTERED BY: Office of Vice
President for Finance and Administration

Policy No: AP-BA-23.8

TITLE: Student Employment

EFFECTIVE DATE: September 1, 2014
(*Policy Revised, see below)

CANCELLATION:

REVIEW DATE: Spring 2027

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 meet 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, summer, 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.

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.

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

Students must maintain at least half-time status throughout the semester (in credit hour courses) to continue working.

Student employees are required to maintain a cumulative 2.0 grade point average (GPA) and shall not be on academic probation.

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 Student Financial Aid. 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 25 hours per week during the fall, spring, and summer semesters. During semester breaks, holiday periods and summer, student workers may work up to 40 hours a week, if funding is available. They cannot exceed 8 hours per day during the academic year and cannot exceed 9 hours during the summer. 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 employees who are not enrolled in the summer semester can work up to 40 hours per week during the summer if they were enrolled at least half time for the prior spring semester and are enrolled at least half time for the upcoming fall semester. For Affordable Care Act (ACA) purposes, student workers are considered seasonal workers during the summer. Student workers are not eligible for benefits.

The first date students are eligible to begin working 40 hours per week during the summer is the Monday

after spring semester finals end.

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 |

Student employment forms (*excluded, I-9 Form*) are available in the student employee's workday account.

FWS and Budget Student Employment Appointment/Change

The Workday system is used to hire, extend employment, adjust rate of pay, change student's supervisor name, change proposed compensation and to cancel or terminate an FWS and Budget student employee.

- A. **Student Loyalty Oath** is a form required by the State of Louisiana of all new student employees.
- B. **Confidentiality Agreement** is a form required by University of New Orleans Information of all new student employees.
- C. **Employee's Withholding Allowance Certificate** Form W-4 is required for federal tax withholding purposes.
- D. **State of Louisiana Employee's Withholding Exemption Certificate** Form L-4 or Form L-4E is required for state tax withholding purposes.
- E. **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 Student Financial Aid
- F. **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 Student Financial Aid.
- G. **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.
- H. **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.

Student Employee Daily Clock in/Time out will be recorded through his/her employee Workday account, 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 work day is formulated in the Workday employee's account, which facilitates the bi weekly Workday payroll process.

Requisition for Federal Work-Study Students is a form used to request FWS students for employment in a particular department. Each new academic school year/award year, the department must fill out and submit to the Office of Student Financial Aid.

Notice of Exceeding FWS Allocation is a form that the Office of Student Financial Aid will send to notify the immediate supervisor of the FWS student that the student has exceeded the award allocation.

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.

A student worker may work up to 25 hours per week during the fall and spring semesters and during the summer session when enrolled in classes. Student workers holding campus jobs with more than one department may not work more than 25 hours per week while enrolled and classes are in session.

Student workers who are eligible to work up to 40 hours per week during the summer, between semesters, and during holiday periods are not allowed to work more than 40 hours per week during these designated times or in a regular semester. In the event of this occurrence, the department allowing this will be sanctioned.

International student workers are always limited to 20 hours per week during semester sessions while enrolled in classes.

Students **cannot** be hired in a different worker type (i.e. temporary job appointments, WAE or POA) to circumvent the eligibility requirements of this policy. Student workers are to be hired only in student worker job profile.

As at-will employees, student workers may be terminated at any time.

PROCEDURE

ESTABLISHING THE RATE OF PAY

The minimum rate of pay for any student worker is \$12 per hour. The maximum rate must be approved by the Vice President for Finance and Administration.

If a department desires to increase or reduce the rate of pay for a student employee, a workday action request must be submitted with an attached justification memo signed by the dean/department head or supervisor. The department authorized representative/manager will be notified if any additional information will be required.

FWS student workers rate of pay cannot be reduced if they become a budget student worker. Rate of pay may only be lowered if job duties substantially change or as a result of a disciplinary action. The student workers' hours worked during the week may be reduced to accommodate the department's budget restrictions.

Student workers are not eligible for holiday pay, paid time off, or fringe benefits.

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 Student Financial Aid 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 Student Financial Aid 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 verifying the student employee daily time entered through Workday. Student worker daily time reported must be approved by their supervisor/the manager.

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 Student Financial Aid for approval before beginning employment:

Federal Work-Study

- Students must receive and accept a FWS award.
- Students must report to the Office of Student Financial Aid 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 Student Financial Aid. If the department is not interested in hiring the student, he/she must return to the Office of Student Financial Aid 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 Workday Hire.
- The department must have the student complete the I-9 Form (pages 1 & 2). The Office of Student Financial Aid requests that the completed form 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 the fully completed I-9 and the proper identification document(s), the Office of Student Financial Aid will process the student's Workday Hire. Human Resources Management will enter the student's hire information into the system. The remaining hiring forms/documents for the student employee must be completed through his/her workday employee account.
- Federal and state tax information will be filled out in Workday by the student employee.
- A department head/supervisor/manager shall not allow a student employee to begin working until they receive an official email confirmation that the student's workday hire has been successfully completed. 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 FAFSA form for the new year, which must be on file with the University. F1 and J1 status students are not required to fill out the FAFSA form.

The department must submit the Workday Rehire Action for **ALL** rehires. **The student is not allowed to start working in the department for the new academic year without receiving (via Workday inbox) a successfully completed Workday hire/rehire notification.**

If a student worker is employed in a department and another department is interested in hiring the student, the student must be terminated by the initial department and then rehired via Workday Hire/Rehire (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.)

Request for a student to work for two departments during the semester, must be approved by the Department of Student Financial Aid and Scholarships first. **The student is not allowed to start working in the secondary department until approval has been received.**

DISCIPLINARY ACTION for FEDERAL WORK-STUDY

The department must contact the Office of Student Financial Aid 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 forward the documentation to the Director of Student Financial Aid and Scholarships to 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. Submit a Workday termination to terminate the student's employment.

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 Workday termination to terminate the student's employment.



Kathy E. Johnson
President
University of New Orleans

****Policy Updates:***

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