

Student Services Manual (SSM)

SSM 305–04: Reporting Student Work Hours

Effective: 1/1/1984

Revised: 7/1/2016

Purpose

To ensure a uniform system for reporting hours worked by student employees for payroll purposes

Sources

Financial Aid and Scholarship Services

Human Resources

Policy

The university issues payroll checks on alternate Fridays.

The payroll check reflects the student's earnings based on the online timesheet, a tool where the student records the hours worked during a two-week period. The Department Time Administrator (DTA) will approve the hours worked prior to the end of the pay period so that payment can be made.

Departments are encouraged to develop their own time-tracking system in order to have the direct supervisor verify the hours worked, before they are approved by the DTA. Fraudulent submission of hours not actually worked will result in disciplinary actions for the student.

Student employees must be paid for all hours worked. Employers may not accept voluntary services from any paid employee.

Student employees are paid only for actual hours worked; student employees may not be paid for:

1. vacation leave
2. sick leave
3. jury duty

and

4. holidays, unless work is performed on the holiday.

On- and off-campus departments or units that employ students through the university student employment program must comply with the limitations governing work hours. Please see [SSM 305–05](#): "Limitations on Work Hours." Student employees are limited to a rolling average of 25 hours per week for the year. In summer, if a student works in excess of 40 hours in a work week (provided the student does not exceed an average of 25 hours per week for the year) then the overtime provisions of the Fair Labor Standards Act do apply and departments either have to pay 1.5 times the hourly rate or award 1.5 hours of compensatory time for each hour in excess of 40 hours worked in the work week.

Cross-Reference

For more information on compensation and student work hours, see:

1. [SSM 305-03](#), "Student Employee Compensation Exceptions"
2. [SSM 305-05](#), "Limitations on Work Hours"

and

3. [SSM 305-09](#), "Handling Incidents of Fraud"