Student Employment Guidelines – **Students**

I.   **Authorization to Work**

Students may not begin working as a Samford Student Employee until work authorization is obtained through Human Resources. Authorization to work may only be obtained by completing the following two steps:

1. Complete student employment onboarding requirements through HireTouch (Hiring Supervisor will provide instructions with HireTouch access link).

2. Schedule and complete an in-person appointment with Human Resources to present specific federally required I-9 identification.

Students may view their Student Employment Authorization status through the Samford Portal under the **Student Employment** section.

II.   I**nternational Students**

Contact the Global Engagement Office at geo@samford.edu and Denene Lemke at dlemke@samford.edu regarding federal regulations for on-campus employment. If an international student is given authorization to work on campus, an email should be sent to studentjobs@samford.edu with the name of the supervisor and/or department in which they have been hired before completing step 1 above.

III.   **Work Schedules**

Supervisors will set a work schedule with their student employees based on departmental need and the student's availability. However, student employees should not work more than 20 hours in a week when classes are in session and no more than 27 and a half hours in a week when classes are not in session. If a student has more than one job on Samford's payroll, including a FWS Community Service job, the student should not work more than the maximum hours allowed per week in total for all jobs.

IV.   **TimeClock Plus (TCP)**

Once all student employment processes have been completed and a Student Employment Form has been submitted to HR by the supervisor, the student employee will be set up in Banner and TimeClock Plus (TCP). TimeClock Plus instructions are available on the Payroll website under TimeClock Plus Version 7 tab.

A. Each time a student works they should do the following:
- Clock in using TCP each time they start work
- Clock out using TCP each time they stop work
- Approve all time worked through TCP daily if no edits are required
- Add a note for any missed punch or edit needed and notify the supervisor

B. Supervisors are required to approve all time worked in TCP by the payroll deadline which can be found under Payroll Schedule on the HR website.

C. Accurately recording and approving hours worked in a timely manner are required for continued employment.

V.   **Student Payroll**

Student employees are **paid biweekly**. If a request for direct deposit has been received, an electronic pay stub will be available through the Samford Portal. If direct deposit is not elected, the student should arrange each payday to pick up their paycheck in Human Resources, room 306, in Samford Hall. A photo ID will be required.

VI.   Federal Work Study

It is the student's responsibility to work together with their supervisor(s) to monitor the Federal Work Study Award, earnings, and remaining balance to avoid unintentionally exceeding the award amount. This information is available on the Samford Portal. If pay exceeds the FWS award amount, the overage will be charged to the department budget.