



*Office of Human Resources*

## **Student Employment Rules**

1. Students **MUST** be enrolled to be eligible for on-campus employment.
  - a. To be eligible for work study, a student will have to be enrolled at least half-time.
2. To qualify for employment during the summer months (June – August), students **MUST** meet one of the following criteria:
  - a. Be enrolled for a minimum of 3 semester credit hours during either summer session (June 1-July 15 and/or July 16-August 31); OR
  - b. Be pre-registered for the upcoming fall semester (proof may be required)
3. It is your responsibility, as a student employee, to record any time worked into the Workday system and submit your timesheets when they are due. **Failure to record hours or submit your timesheet could result in the timesheet being cancelled.** Any hours not recorded/reported will be paid during the following bi-weekly payroll cycle.
4. Students may work **up to** 29 hours per week at any given time during the fall/spring semester without obtaining written approval.
  - a. **International students may work no more than 20 hours per week during the fall and spring semesters**
5. With approval by managers, all students (U.S. and international undergraduate and graduate students) may request to work up to 40 hours per week during fall and spring break periods when school is not in session and during summer sessions.
  - a. These break periods include the winter break, spring break and the period between academic terms.
  - b. More information is available on this topic [HERE](#)