Student Employment Guidelines - **Supervisors**

I.   Authorization to Work

Students may not begin working until they have received work authorization from the Human Resources Department. The hiring supervisor should view a student's work authorization before scheduling them to work.

Authorization to work may only be obtained by completing student employment onboarding requirements through NEOED and scheduling an appointment with Human Resources to present Federal I-9 identification.

Upon hiring a student, the hiring supervisor should supply the student's SUID, name and email address to the Student Employment Coordinator who will enter this information into NEOED. This will allow the student to complete the onboarding process.

II.   Student Job Assignment Form

When a student hire is made, a Student Job Assignment Form should be completed by the hiring supervisor and promptly submitted electronically. This form is available on the Manager Resources web page.

III.   International Students

International students should contact the Global Engagement Office at geo@samford.edu and Denene Lemke at dlemke@samford.edu regarding federal regulations for on-campus employment.

IV.   Student Employee Work Hours

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 employee has more than one job on Samford's payroll, including a FWS Community Service job, they should not work more than the maximum hours allowed per week in total.

V.   TimeClock Plus (TCP)

Once all employment paperwork is completed by the student and the supervisor, the student employee will be set up in Banner and TimeClock Plus. Supervisors should instruct student employees how and by which method to use TCP for the respective job. TimeClock Plus instructions are available on the HR website.

Each time a student employee 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 then notify the supervisor

Student employee and supervisor approval is required in TCP by the payroll deadline which can be found on the Payroll Schedule on the HR website.

VI.   Federal Work Study

For students who have been awarded Federal Work Study (FWS) funds, supervisors may monitor balances through the Portal by accessing "Manager of FWS Student Employees View." It is the responsibility of the student employee and supervisor to monitor the award, earnings, and remaining balance to avoid unintentionally exceeding the award amount. If a student exceeds the FWS award, the overage will be charged to the department budget.