

## **Student Employee Time Card Policy**

### **Responsibilities of Student Employees and Supervisors**

An employee's time card is a legal record of the hours that are worked, and paychecks are based on the time recorded on that time card. Accurately reporting time worked is the responsibility of every hourly employee. Supervisors must approve additions, corrections or changes to time cards. Students are expected to record their hours worked on the same day in the ADP Self-Service Portal online time card. Students are expected to maintain their own log-in information and have the ability to log-in daily to the Portal.

### **Limitations on Hours of Student Employees**

Their employment status is considered: Part-time Temporary.

Students are not allowed to work more than two campus jobs at any given time. They are not allowed to work more than 20 hours per week during the academic year.

Students are allowed to work 40 hours per week in the summer ONLY on the contingency that:

1. Student is not enrolled full-time classes.
2. It does not exceed 120 days.
3. The students' combined hours for the calendar year do not exceed 1500 hours.
4. The department submits proper approved documentation verifying that the individual complies fully with ACA.

Students are not allowed to work more than 8 hours per day. If they work 8 hours on any given day, they must be given an unpaid half-hour lunch break.

Students are not allowed to work overtime. If an essential or critical situation arises that requires a student to work more than 40 hours in a given week, they must be paid time and a half for those hours worked.

Student employment jobs currently average 8 hours per week for 15 weeks per semester. These hours can be made up when time is missed due to holidays, illnesses, academic breaks, or snow days. Students do not receive pay for missed time.