**Fall 2013 Student Employment Reminders**

Below are some important reminders for departments:

1) Students may work up to 8 hours a day starting August 31, 2013 until Sept. 8, 2013.

2) Students may only work 40 hours for 3 consecutive weeks and must drop down to 19 hours on the 4th week. This is for insurance purposes.

3) Beginning September 9, 2013, all student employees must begin working their regular 19 hour/week schedule.

4) All Domestic students not continuing in the Fall semester may work until September 13, 2013.

5) All International students not continuing in the Fall semester may work until August 30, 2013.

6) Beginning August 26, 2013 all new incoming Fall semester 2013 semester students may begin working.

7) Students may begin working only after they have presented a “New Hire Certificate or Work Slip” to your office.

8) Be sure to submit PA’s for students terminating employment in a timely manner.

9) Returning students who went home for the summer break and have been automatically terminated, can be rehired with a Personnel Action form that is submitted to Student Employment. You will not need to open the position in Recruiting Solutions and the student will not have to apply for the position in order to get rehired. However, student must still come to the window to complete the hiring process and receive a Hire Certification Card before being allowed to work.

10) Students requesting early termination checks must submit the following two days prior to departure date:

   - **Request for Final Payroll Check**
   - **Final Timesheet (must stop working once submitted)**
   - **Copy of resignation letter**
   - **Personnel Action form terminating the student**

If you have any questions, please contact Student Employment at 675-4710 or 675-3490.