



Southeastern Louisiana University

Office Hours

Student Worker Handbook
Part IV: Responsibilities and Duties of Student Workers
Section B. Office Hours

MAXIMUM HOURS

Student workers should not be allowed to work more than a total of 25 hours per week while school is in session, or a total of 40 hours per week during breaks. This includes students working more than one work-study job. During the week of finals, students may work when they are not scheduled to be taking an exam. (**Under no circumstance should student employees work in excess of 40 hours per week.**) Care should be taken that the student employee does not run out of work-study funds due to excessive hours.

In the event that a department wishes to have a student employee work over 25 hours during any week, proper justification must be submitted in writing to the work-study office before the student has worked the hours.

WORKING MORE THAN ONE WORK-STUDY JOB

A student may work more than one work-study job as long as he/she adheres to the following:

1. Both departments must pay the same rate of pay per hour.
2. The original supervisor must certify the time for both jobs.
3. Can not exceed a total of 25 hours per week
4. An individual may not hold concurrent employment as a student worker and as a Graduate Assistant, Resident Assistant, or as a full or part-time faculty or staff member.

EARNING LIMITATIONS

Federal Work-Study students who have earned their entire work-study allocation may be allowed to continue working as a state student worker. This will be at the discretion of the employing department.

To determine the hours a work-study student can work per week, so that they may work for the entire academic year using their work-study funding, the following calculation is used:

Award / # of weeks in hiring period = \$ per week the student can earn.

\$ Per week / \$ per hour (pay rate) = hours per week the student can work.

BREAK AND MEAL TIMES

1. Any student who works a 4-6 hour shift should get a 15 minute paid break per shift.
2. Any student who works a 6-7 hour shift is entitled to one 15 minute paid break and a 30 minute unpaid meal break.
3. Any Student working a 7-8 hour shift is entitled to two 15 minute paid breaks and a 30 minute unpaid meal break.

TIMECENTRE

Due to the implementation of TimeCentre, most Federal and State work-study jobs require that the student employee clock in and out on LEO's TimeCentre.

- Students are to clock in and out for themselves at an authorized location.
- If a student is caught clocking in/out from an unauthorized location, this could result in a payback of earnings, etc.
- Student employees must clock out when scheduled to be in class. Students cannot work when scheduled to be in class.
- When TimeCentre is not used, work-study students should use a standard university timesheet. The supervisor and the work-study student must sign the timesheet. Original timesheets are due on the last day of each month. It is important that you ensure that the proper timesheet is being used within your department and that they are delivered by the deadline.

At the beginning of each month, the student worker and supervisor must certify the time worked on LEO's TimeCentre. Checks are received in the Payroll Office on the seventh of the month. "Holds" may and can be placed on students' checks for specific reasons.

STUDENT CERTIFICATIONS

Student certifications are generated on the last working day of the month at the close of business for the university.

- Students should certify on the last day of the month after 4:30 pm or on the first day of the following month. By certifying the time at this point, the student will be able to correct any missing time, missed punches, etc.
- If the student certifies time that is incorrect, they are falsifying payroll records. This would be reason for disciplinary action.
- If the student employee is waiting to certify their time when they pick up their paycheck and there is a discrepancy in the hours, they will have to wait until the following month to be paid for those hours.
- In order for the missing hours to be added to the next paycheck, the supervisor/time keeper must submit a manual supplemental time sheet to the Payroll Office.

SUPERVISOR SIGN-OFF

It is the responsibility of the Supervisor to verify the actual times that the student works. Students should have a set schedule from week to week. Supervisors must certify their student employee's time on a monthly basis.

If the time is not certified before the payroll closes out, the Supervisor will have to print the timesheet from historical data and manually sign the time sheet. The timekeeper should file signed timesheets with the other documentation for that pay period. The Supervisor will also

need to email the TimeCentre Administrator (<mailto:timeinfo@selu.edu>) that the supervisor sign off has been completed.

Supervisors are required to certify the student employees time. By certifying their time, Supervisors are verifying that the student employee has worked each and every hour reflected on the timesheet.

PAY CHECKS

Paychecks may be picked up at the Payroll Office on the 7th of each month. Students who need to have their paycheck mailed to them should supply a self-addressed, stamped envelope to the Payroll Office each month. Direct deposit is available for students through Payroll Office. Time sheets should be kept at the job location and hours worked should be entered on a daily basis. Late or incorrect time sheets will result in a one-month delay in getting paid.