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| MANUAL<br><br>Student Employment Office<br>Office of Career Services | SECTION<br><br>Record Keeping and Monitoring<br>Requirements | PAGE<br><br>1 / 1    |
| SUBJECT<br><br><b><i>Working Hour Limitations / Overtime</i></b>     |  | REVISED<br><br>04/97 |

It is highly recommended, student employees work between 15 and 20 hours per week. Students and their employers should have a reasonable schedule compatible with the student's class schedule.

Full-time FWS employment during a student's Off-Semester must be approved by the Assistant Director of Financial Aid.

Overtime

Any student working more than eight hours in one day, or 40 hours in a week, should be compensated at time and one half their regular hourly rate for the number of hours in pay status in excess of the eight or 40 hour schedule. These hours should be reported as "Overtime" in the Payroll screens.

Students who have more than one student employment appointment will also be automatically paid the overtime rate if the total of weekly student employment hours worked or percentage appointment and number of student employment hours worked is more than 40 hours. Overtime is charged to the employing departments based on a percentage of time worked in that department. Departments should monitor whether a students have other appointments on campus and coordinate scheduling with the student and the other department(s).