



Delaware State University

University Area(s) Responsible: Division of Students Affairs, Office of Student Employment
Procedure Number & Name: 6-25 Student Work Student Guidelines for Campus Employment
Approval Date: November 9, 2020

I. Purpose

The purpose of this policy is to provide guidelines under which Delaware State University will operate its Student Employment program. These guidelines are based upon federal and state regulations as well as the financial need of the student.

II. Scope

This policy applies all University students, faculty and staff who have obligations under this policy to ensure that all Student Employment Program procedures are adhered to.

III. Policy

It is the policy of Delaware State University that any student eligible for work study must complete all onboarding processes pursuant to the Department of Labor and Federal Work Study requirements. Only the Office of Financial Aid and the Office of Student Employment are authorized to approve students to begin their employment on campus.

IV. Procedures

1. Hiring managers must post the job opportunities via Job-X with the Office of Student Employment.
2. After review of the position and follow up with the hiring manager, the Office of Student Employment may approve the position(s) for posting.
3. Eligible students may apply for the position(s) once posted.
4. The hiring manager will interview qualified students and communicate their intent to hire with the Office of Student Employment.
5. The student will complete the onboarding process;
 - a. The student must complete and or submit the following onboarding documents, e.g.: employment application, W-2, the I-9 with supporting documents submitted per the Department of Homeland Security, confidentiality statement to the Office of Student Employment.

- b. The Office of Finance and Budgeting, Sponsored Programs, Title III, Financial Aid or other approving departments will approve the hiring managers requested after verifying the department or colleges funding source.
 - c. It is required that all student employment forms must be signed by all authorized department managers, and/or administrators and submitted to the Office of Student Employment for final review and processing.
6. Once the onboarding process is complete, the necessary salary documents will be forwarded to the Office of Payroll upon which a timesheet will be generated for the student.
7. The supervisor will receive a notification via email from Office of Payroll advising that the student is now approved to work.
8. Undergraduate student workers can only be employed a maximum of 20 hours per week during the academic year (this includes undergraduates student workers assigned to research areas). Students assigned to multiple positions may only work a total of twenty hours combined in all the positions. Hiring managers are responsible for ensuring that students do not work over the maximum allotted time each week. Failure to comply shall result in removal of any student worker being assigned to the respective department /college.
9. Graduate students are permitted to work up to 29.5 hours per week during the academic year. Research students can be assigned to work 30 to 35 hours per week depending on the grant funds designated for the position.
10. During official summer and winter recess, all student workers are permitted to work full-time hours depending on the hiring department's funding source.

The responsibility of making sure a student does not begin to work on campus before completing the onboarding process is the responsibility of the hiring manager and the student. Should a department or college fail to comply with the procedures regarding the onboarding process, the University will remove student employment privileges from the violating department permanently.

V. International Students and DACA Students

International F-1 students must be enrolled at Delaware State University and submit to the Office of International Student Services an On-Campus Employment Authorization form (OEA) before they begin to work. The OEA form must be completed accurately by the supervisor and student before submitting it to the OISS.

All other International students who are non-F1 including DACA must have a permanent resident card or employment authorization card. Under no circumstance should any International or DACA student begin work before the onboarding process is completed and final approval has been received from the Office of Payroll.

Any hiring manager in violation of the Department of Homeland Security regulations and failing to comply with Delaware State University policies will be subject to discipline and/or penalties including, but not limited to, inability to hire student workers.

VI. Grants

If a student worker is hired under any of the following grants Sponsored Programs, Title III, or Foundation it will be the responsibility of the Principal Investigator, Department Administrator and the Dean to ensure grant funds have been released so that approved student workers will receive compensation for their work in the respective department or college. It is also the responsibility of the Principal Investigator, and the Department to verify the appropriate budget codes for the Office of Payroll. Due to the processing time for grant-funded positions, it is imperative that all necessary documents are submitted in a timely manner.

Students are not allowed to work before all onboarding processes are completed and have received a final approval from payroll. Contact the Office of Student Employment to verify when a student worker can be placed on the schedule to work.

VII. Federal Work Study

The Financial Aid Office approves student workers on a first come first served basis. The hiring manager is responsible for verifying if a student is eligible for federal work study and if they will receive an award. Students cannot be approved to work before the University onboarding process is complete. Hiring managers who permit students to work without approval from the Financial Aid and Student Employment offices will be restricted from hiring student workers indefinitely and may be subject to disciplinary action.

All hiring managers must complete the University mandated Student Work Study Training for Campus Employment once every academic year.