



Approved: July 19, 2013

Revised: September 29, 2021

November 25, 2020

September 6, 2016

Next Scheduled Review: September 29, 2026

Procedure Summary

The Office of Human Resources is responsible for the general administration of student employment within Texas A&M University-Central Texas (A&M-Central Texas). The provisions of this procedure apply to all student employees including graduate students holding graduate assistant positions. This procedure replaces University Rule 33.99.08.D1 Student Employment.

Definitions

- **Student Employee** – A student who is enrolled at A&M-Central Texas, is working part-time, on or off campus, and is processed through The Texas A&M University System payroll workstations under the student title codes established by the Office of Human Resources. The term “student employee” refers to employees in the following categories:
- **Student Worker** – The hiring department pays 100% of the student’s wages plus applicable fringe benefits (FICA, Workers’ Compensation, Unemployment Insurance, etc.)
- **Work-Study Student** – The student is awarded Federal or Texas College Work-Study funding through the Office of Student Financial Assistance. The hiring department pays a portion of the student salary and applicable fringe benefits (Workers’ Compensation, Unemployment Insurance, etc.) unless the institution has received a waiver for the matching percentage. A student employed as a work-study student is classified as such as long as Work-Study funds are being utilized, even if they are also employed by another department.
- **Graduate Assistant** – A graduate student who is enrolled at A&M-Central Texas and is processed through The Texas A&M University System payroll workstations under the graduate assistantship title codes established by the Office of Human Resources. Graduate School pays 100% of the graduate assistant’s wages plus applicable fringe benefits (FICA, Workers’ Compensation, Unemployment Insurance, etc.); unless the Dean of the Graduate School has approved another responsible office to pay, 100% of the graduate assistant’s wages plus applicable fringe.

Procedure

1. GENERAL

- 1.1 A&M-Central Texas students may obtain paid employment with the university as work-study student employees, student workers, or graduate assistants. Work-Study Programs (federal and state) require applicants to meet certain financial need criteria and limit the number of hours a work-study student may work. Work-study students may not work more than 15 to 19.5 hours per week in their work-study status, see section 3.6. Student workers are not required to meet financial criteria; however, limits are imposed on the number of hours they may work. They may not work more than 19.5 hours per week. Graduate assistant employees are required to work 20 hours per week while taking graduate classes.
- 1.2 Generic job descriptions and minimum pay for student employees and graduate assistants are posted on the HireWarriors powered by Handshake [website](#).

2. EMPLOYMENT PROVISIONS

- 2.1 All Student employees will be employed without regard to race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation, or gender identity.
- 2.2 To be eligible for student employment, the student must be enrolled in a minimum of 3 credit hours during the current semester except in the summer. Student employees who are not Work Study students are not required to be enrolled during the summer to maintain student employee status as long as they intend to enroll in the following Fall term.
- 2.3 Student employees may not work hours during which their scheduled classes are being conducted.
- 2.4 International students will be offered employment in accordance with System Regulation [33.99.09 *Employment of Foreign Nationals*](#).
- 2.5 Student employment is contingent upon a satisfactory criminal background investigation.
- 2.6 Student employees may not be placed in budgeted positions.
- 2.7 A student worker who graduates mid-month may continue to work as a student worker until the end of that month.
- 2.8 Student workers may hold more than one position; however, multiple positions cannot exceed a combined total of 19.5 hours in the workweek between the positions.

3. WORK STUDY STUDENTS

3.1 Career participation in the Federal and State Work Study Programs requires the applicant meet satisfactory academic progress criteria imposed on all financial aid recipients. Students who are interested in Federal or State Work Study programs should contact the Office of Student Financial Assistance.

3.2 Students who have met satisfactory academic progress requirements and are enrolled at least halftime at A&M-Central Texas may be awarded Federal or Texas College Work Study (WS) funding as a part of a financial aid package by the Office of Student Financial Assistance. Under this program, 75% of the student's gross earnings are paid from the Federal or Texas College Work Study funds. Hiring departments are responsible for paying the remaining 25% of the gross earnings plus required payroll taxes (Workers' Compensation, Unemployment Insurance, etc.).

3.2.1 Work Study student employees must be enrolled a minimum of six semester credit hours in the summer to maintain student employee status during the summer semester.

3.3 Work-study students may not exceed the work-study allocation awarded as part of the financial aid package. Hiring departments should ensure that the student's work time and allocation are prorated so the student may continue to be employed during the entire period. If the work-study student exceeded the allocated award then the hiring department shall assume full fiscal responsibility of that overage.

3.4 Students may not be paid under the work-study program without the approval from the Office of Student Financial Assistance. If the employing department erroneously employs a student under the work-study object and title codes, that department shall assume full fiscal responsibility. Federal or Texas College Work Study funds may not be used to pay a student during any time that student is not considered fully eligible to use work-study funds.

3.5 Work-study students are responsible for ensuring the *Federal Work-Study Authorization Form* is completed, signed, and submitted before the beginning of each semester that the work-study student will be employed.

3.6 Hours for work-study students are dependent on the amount awarded and start date. Maximum hours per week are 15 if employment starts at the beginning of the semester. If employment starts during the semester, a work-study student may work up to 19.5 hours to utilize all their funding for that semester.

3.6.1 If a work-study student starts employment in the middle of the semester working more than 15 hours and remains employed in the same department, hours will need to be reduced to a maximum of 15 at the beginning of the subsequent semester.

4. GRADUATE ASSISTANTS

4.1 Graduate students may not be paid under the graduate assistantship program without prior approval from the Graduate School. If the employing department erroneously

employs a graduate student under the graduate assistantship program object and title codes, the department shall assume full fiscal responsibility.

4.2 Graduate students must be in Good Academic Standing and enrolled in a minimum of 6 graduate credit hours (including summer).

4.3 Graduate assistants are eligible to participate in group insurance programs if contracted for 4.5 months, but are ineligible for retirement or other benefits stated in System Regulation 33.99.08 *Student Employment*.

4.4 Graduate Assistants are not allowed to hold multiple positions and are required to work 20 hours a week.

4.5 Graduate students who are interested in the graduate assistantship program should contact the graduate program coordinator or the Graduate School.

5. GRIEVANCE OR APPEALS

5.1 Student employees of A&M-Central Texas have the right to file a grievance and/or complaint concerning conditions of employment or treatment by management, supervisors, or other employees. Student employees also have the right to appeal employment related decisions. See university rule 32.01.02.D1 *Complaint and Appeal Procedures for Non-Faculty Members* for further information.

6. PROCEDURES AND RESPONSIBILITIES

6.1 Students and graduate assistants seeking employment with the university may find possible job openings by:

- Registering at the HireWarriors powered by Handshake [website](#).
- Contacting the departments individually.
- Contacting the Graduate School (Graduate Assistants).

6.2 Applicants must:

- 6.2.1 Submit timely and complete applications that include transcripts and related information.
- 6.2.2 Possess original proof of work eligibility and meet the federal guidelines of USCIS I-9 Form.
- 6.2.3 Consent to a criminal background investigation.

6.3 All male employees between the ages of 18 and 25 must show proof of compliance with Selective Service Registration during onboarding at the Office of Human Resources.

6.4 The hiring department shall be responsible for listing vacancies, wage requirements,

and hours with the Office of Career and Professional Development. This office will be responsible for referring students to the hiring departments.

6.5 When a student has selected an on-campus job, they will be referred to the hiring department by the Office of Career Services and Professional Development. If selected for hire, the student must complete the onboarding process at the Office of Human Resources and if a graduate assistant, the hiring department must obtain funding approval from the Graduate School.

6.6 Time sheets for Work Study employees are available, submitted and retained in Workday through the SSO system.

7. THE OFFICE OF CAREER SERVICES AND PROFESSIONAL DEVELOPMENT RESPONSIBILITIES

7.1 Assist hiring supervisors in the establishment of student part-time employment positions.

7.2 Receive and publish requests from prospective employers who wish to hire part-time student employees.

8. THE HIRING DEPARTMENT RESPONSIBILITIES

8.1 Create and maintain detailed job descriptions for student employee positions.

8.2 Coordinate with the Office of Human Resources to conduct and review the required criminal background prior to making an offer of employment.

8.3 Prepare and submit a request within 48-72 hours of desired hire date when a:

- a. student employee is hired or re-hired,
- b. promoted or given a pay increase or decrease,
- c. when a change is made in job title, department or work unit, account number, or job classification, or
- d. when a student employee is separated for any reason. (Letters of resignation must be submitted to the Office of Human Resources). All graduate assistant award letters and payroll actions must be approved by the Dean of the Graduate School.

8.4 Ensure that all student employees comply with mandatory training requirements no later than two weeks from assuming their employment. Mandatory training include: Orientation to the A&M System; Reporting Fraud, Waste and Abuse; Required Emergency Alert System Notification; Ethics; Information Security Awareness; FERPA; and Creating a Discrimination Free Workplace. Additional position related departmental training may also be required.

- 8.5 Verify work-study eligibility before hiring at the beginning of each semester and submit *Federal Work-Study Authorization Form* completed and signed before the beginning of each semester that the work-study student will be employed.
- 8.6 Supervise the student.
- 8.7 Establish a work schedule and ensure that the job duties for each student employee are appropriate for the job code and title used.
- 8.8 Train employee on departmental procedures.
- 8.9 Maintain adequate time records through Workday.
- 8.10 May maintain temporary work files for the duration of the employment.
- 8.11 Must notify the Office of Student Financial Assistance, Human Resources, and where applicable the Graduate School, when the student is no longer employed or fails to report to work.

9. THE OFFICE OF HUMAN RESOURCES RESPONSIBILITIES

- 9.1 Conduct and review the required criminal background checks prior to an offer of employment.
- 9.2 In-process all student workers and complete appropriate documentation.
- 9.3 Maintains the central personnel file in accordance with all applicable policies and law.

Related Statutes, Policies, or Requirements

System Regulation [33.99.08 Student Employment](#)

System Regulation [33.99.09 Employment of Foreign Nationals](#)

University Rule [32.01.02.D1 Complaint and Appeal Procedures for Non-Faculty Members](#)

Contact Offices

Office of Human Resources
(254) 519-8015

Office of Career Services and Professional Development
(254) 519-5764

Office of Student Financial Assistance
(254) 501-5854