

Section 4 Wage and Hour Requirements

4.1 Classification & Wages

Students are paid an hourly wage in accordance with the guidelines as set forth in the Fair Labor Standards Act (FLSA). All students must be paid at least minimum wage as defined by state and federal wage guidelines. Human Resources will review job postings before approval to ensure guidelines are being met and wages are adjusted accordingly. If you have any questions related to the payment of wages, contact Human Resources.

4.2 Monthly Paid Student Positions

Graduate Assistantship (GA)

Graduate Assistantships are paid monthly at a rate determined by the Graduate Dean. Wage rate and must comply with FLSA regulations. This role will be treated as a student employee and is subject to the same employment policies and hiring procedures.

Residence Assistant (RA)

Residence Assistants are paid monthly. Wage rate must comply with FLSA regulations. This role will be treated as a student employee and is subject to the same employment policies and hiring procedures.

4.3 Payroll

Direct deposit is the preferred method of payment to all university employees; this is highly recommended for student employees. Direct Deposit can be set up electronically on the forms page.

Student employment supervisors are responsible for training student employees on proper timesheet procedures and ensuring that a student employee's timesheet is submitted accordingly.

Pay Dates

Student payroll is issued on the 10th day of the month following service (i.e. January hours of service will be paid February 10th). If the 10th of the month occurs on a Saturday or Sunday, payment will be made on the previous Friday.

FICA Exemption

A student employee and the University is exempt from FICA taxes while enrolled in at least part time according to the IRS.

4.4 Time Recording

Student employees are to enter time worked daily through Banner. The student's time entry is to be submitted to their supervisor for approval before 12:00 am midnight on the first day of the month following the end of the pay period (i.e. June hours submit July first).

4.5 Late Time Entry

Time submitted after the close of a student payroll period will need to be submitted to the supervisor via e-mail. Supervisor will then forward the email to Payroll.

Note: Time should be submitted & approved by deadlines. Continued failure to submit time could result in disciplinary actions.

4.6 Fraudulent Timekeeping

Falsifying time records is considered fraudulent (gross misconduct). Any student employee caught falsifying time records may be subject to immediate termination.

4.7 Time Approver Change

If at any time a student employee is going to have an approver that is different than the default approver for the department, the Head of the Department will need to contact payroll via email to facilitate this change.

4.8 Meal and Rest Periods

Student employees are allowed unpaid lunches and paid breaks depending on the amount of hours in their shift.

- 6-8 hours per day
 - The student must receive 2 paid 15-minute breaks and a 30-minute unpaid lunch
- 4-6 hours per day
 - The student must receive at least a paid 15-minute break
- Under 4 hours per day
 - Supervisor may use discretion on breaks for periods of work under 4 hours

4.9 Work Eligibility and Hour Requirements

Student employees may work up to a maximum of 20 hours per week during the fall and spring semesters.

Work Week

A student employee work week begins on Sunday and ends on Saturday for the calculation of hours worked in a week.

Scheduling and Cancellation

Schedules are determined between the immediate supervisor and the student employee. Student employees should have flexible scheduling to ensure academic success.

A student cannot be scheduled during class periods, labs, or other scheduled academic commitments; however, if a class is cancelled a student may work during that time given they have provided their email from the professor of the cancelled class during that time. The email provided should be documented and put in the students personnel file in Human Resources.

Multiple Positions On Campus

A student may hold no more than two on-campus positions at the same time, and cannot exceed the 20-hours per work week limit set by Missouri Western State University.

Overtime

Overtime is not allowed for student employees at Missouri Western. According to the IRS international students cannot earn overtime.

University Breaks

Student Employees may work up to 37.5 hours per week during university breaks, provided they have completed their finals (winter break) and/or last class before break and have not begun the next semester's classes. This is contingent upon the department being open during that time.

Summer Break and Eligibility

Student employees may work up to 37.5 hours per week during the summer, provided they have completed their finals (spring semester) and/or last class before break. Reference the table below for further eligibility as it regards to student summer employment.

Students Not Enrolled in Summer Courses
Students who are not enrolled in courses for the summer are eligible for student employment if they had previously attended Missouri Western State University part-time in the spring semester and pre-enrolled for the coming fall semester at Missouri Western State University. New incoming freshmen or transfer students hired must meet the Student Employee criteria as defined in section 3.2.
Students Enrolled in Summer Courses
Students enrolled in summer courses (online or seated) are eligible to work up to 37.5 hours per week; however, they may not work while their course is in session or scheduled to meet (online courses included).

Graduation

Student employees are able to work until their last day of finals. Student employees who graduate cannot work past that date, as they are no longer considered a student.

Finals Week

Finals week is considered an in class week but will not hold normal class times. Supervisors will need to communicate with their student employees about the Finals week scheduling ahead of time.

4.10 Employing International Students

International students go through the same process as U.S. citizens when applying for part-time positions and paid internships on campus through People Admin.

Hour Limits for International Students

According to the U.S. Department of Homeland Security, U.S. Immigration and Customs Enforcement, international students are limited to a maximum of 20 hours per week during the academic year (fall and spring) while classes are in session. They may work up to 37.5 hours per week during the summer session.

Overtime

Overtime is **NOT** allowed for student employees at Missouri Western. According to the IRS international students cannot earn overtime.

Visas

It is the responsibility of the student to work with the Director of International Student Services to ensure they remain compliant with their visa status requirements. Please contact the Director of International Student Services with specific questions regarding compliance and the different types of Visas.

Social Security Cards

If the student does not already have a Social Security Number (SSN), they must apply for one prior to beginning employment. International students may provide the letter (receipt) from the Social Security Administration (SSA) as verification of SSN in order to begin the employment paperwork process for employment. Human Resources must view the original Social Security Card when it arrives from SSA in order to complete the employment paperwork process.

Once a supervisor has offered an international student a position, please fill out the appropriate form located via the link below (also found on the website) and submit:

<https://forms.missouriwestern.edu/international/stuemp.asp>

- This form must be approved by the Director of International Student Services
- The student will then bring it to their hiring supervisor or appropriate department representative to be signed.
- Once signed, the student will take the letter, passport, and visa information to the local SSA office(s).

*Note: Receiving a social security card can typically take 7-10 business days. If a social security card takes longer than 7-10 days, please expect a delay in a student's paycheck.