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# SOUTHEASTERN

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L O U I S I A N A U N I V E R S I T Y

## 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. International students are not allowed to work more than 20 hours a week while school is in session, but may work up to 40 hours between semesters and during the summer semester. 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. Departments are encouraged to allow a 15 minute paid break to student employees who work a 4-6 hour shift.
2. Departments are encouraged to allow one 15 minute paid break and a 30 minute unpaid meal break to student employees who work a 6-7 hour shift.
3. Departments are encouraged to allow two 15 minute paid breaks and a 30 minute unpaid meal break to student employees who work a 7 or more hour shift.

**Minors** – student employees under the age of 18

Departments are required to provide student employees under the age of 18 a 30 minute unpaid meal break for every 5 hour period worked.

## **TIME AND LABOR**

Due to the implementation of Time and Labor, most Federal and State work-study jobs require that the student employee clock in and out through their individual LEONet log in.

- 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 Time and Labor 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 end of each bi-weekly pay period, the student worker and supervisor must certify the time worked on LEONet's Time and Labor. Checks are direct deposited by the payroll office every two weeks. "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 by-weekly pay period at the close of business for the university.

- Students should certify on the last day of the bi-weekly pay period. 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 bi-weekly 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 Time and Labor 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 are direct deposited the Friday following the close of each bi-weekly pay period. 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 two-week delay in getting paid.