

# ON CAMPUS STUDENT EMPLOYMENT GUIDE

SOUTHERN UTAH  
UNIVERSITY  
OFFICE OF  
HUMAN  
RESOURCES

**SUU** SOUTHERN  
UTAH  
UNIVERSITY

University Campus Services  
Building Suite 319  
(435) 865-8572  
suu.edu



# How to Search & Apply for Jobs

## T-BIRD CAMPUS JOBS

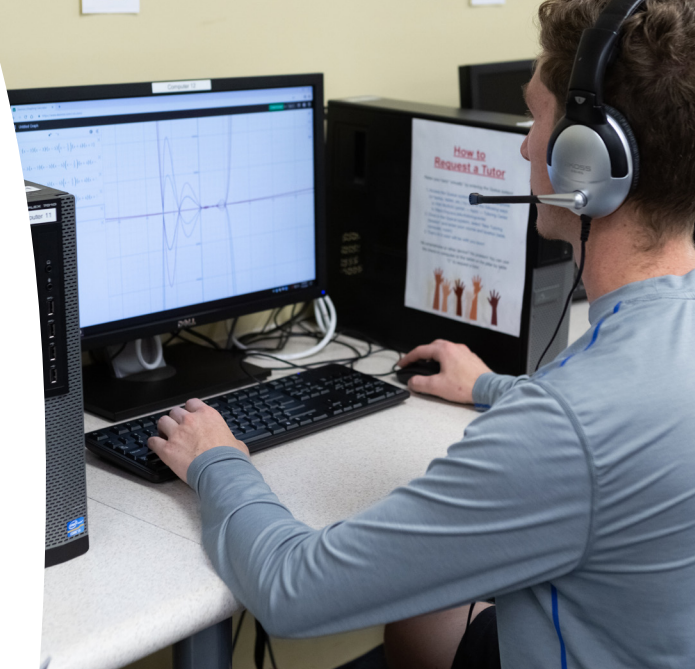
- On campus employment opportunities with various departments
- Apply directly online
- Visit : [my.suu.edu/jobs](https://my.suu.edu/jobs) for open positions

## HOURLY EMPLOYMENT ELIGIBILITY

- Minimum of **SIX credit hours** to be considered an Hourly Student Employee
- Part-time employees are limited to only **TWO** active positions on campus
- Work-Study Eligibility is determined by FAFSA and work-study positions are allocated by the Financial Aid Office

## WAGE RATES

- Minimum wage in Utah is currently \$7.25 an hour
- Individual departments may pay student workers at a higher rate



# The Hiring Process

1

## WHO NEEDS PAPERWORK?

- First-time SUU employees
- If you haven't worked on campus within the last 12 months

2

## WHAT TO BRING?

- HR will need to see original and unexpired documents
- No copies or pictures of documents can be accepted
- Most common forms:
  - Drivers License and Social Security Card
  - Drivers License and Birth Certificate;
  - OR Passport
- **International Students**
  - Passport
  - I94 Document
  - Work Authorization Document

Complete list of acceptable documents:

[uscis.gov/i-9-central/form-i-9-acceptable-documents](https://uscis.gov/i-9-central/form-i-9-acceptable-documents)



3

## WHAT TO COMPLETE?

Packet to be completed in HR office will include:

- I-9 Employment Eligibility Verification Form
- W-4 Form

To be completed on your SUU Portal:

- Direct Deposit Setup

4

## WHAT'S NEXT?

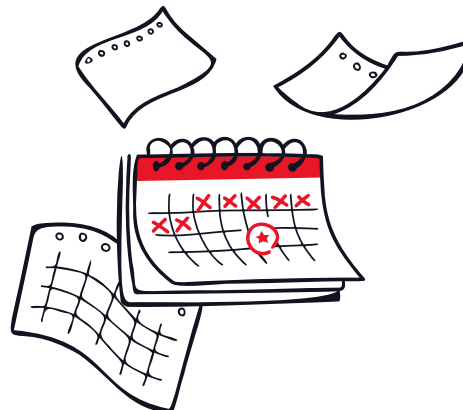
- Electronic Payroll Action Form (EPAF) will be submitted by supervisor
- Set up the duo authentication here: [go.suu.edu/duoinfo](https://go.suu.edu/duoinfo)
- Follow student worker responsibilities as mentioned below

**\*\* Students may begin work only after completing the necessary forms and receiving work authorization from the HR Office \*\***

# Student Worker Responsibilities

## 1 TRACK WORK HOURS

- Keep track of work hours by updating your time sheet daily through your SUU Portal
- When school is in session: employees may not exceed **20 hours total per week (regardless if you have 1 or 2 jobs)**
- When classes are not in session, during the summer, or during holiday breaks: employees may not exceed **40 hours per total week (regardless if you have 1 or 2 jobs)**



## 2 SUBMIT TIME SHEET

There are TWO pay periods every month:

- 1<sup>st</sup>-15<sup>th</sup>: pay day is on the **25<sup>th</sup> of that same month**
- 16<sup>th</sup>-last day of the month: pay day is on the **10<sup>th</sup> of the following month**
- Submit time by 11:59 pm on the **15<sup>th</sup>** and the **last day** of each month
- Late Timesheets are submitted through the SUU Portal are not paid until the following paycheck



## 3 KEEP EMPLOYEE RECORDS CURRENT

- Any name changes need to be updated in the HR office
- Photo ID and Social Security card must both be updated to change name

Direct Deposit, W-4 withholdings and address changes can be made through your SUU portal. Portal are not paid until the following paycheck

## 4 FOLLOW EMPLOYMENT POLICIES & PROCEDURES

All employees are required to read and abide by the following rules:

- Drug Free Workplace Policy: [suu.edu/policies/05/09.html](http://suu.edu/policies/05/09.html)
- Non-Discrimination/ Anti-Harassment Policy: [suu.edu//policies/05/27.html](http://suu.edu//policies/05/27.html)