
ON-CAMPUS STUDENT EMPLOYMENT GUIDE

➡ How to Search and Apply for Jobs ←

Human Resources, located in Administration Building Room 106, is happy to assist students in their job search. Please note that the responsibility rests with the student to obtain employment as most of our students are able and willing to work and each department selects its own employees.

Most campus offices employ student workers in data entry, clerical, and general office positions. Students are also employed by the Post Office, Library, Bookstore, University Housing, Tutoring Center, and Facilities Management (Custodial, Grounds, Maintenance).

To be eligible to work on campus during the school year, a student must be enrolled for a minimum of **six credit hours**. In addition, all part-time hourly employees are limited to no more than two active positions at any given time.

To locate student on-campus jobs, internships, off-campus jobs, and career opportunities, visit the website here: <https://my.suu.edu/jobs> and follow the instructions given in each individual posting to apply.

To receive job posting notifications to your email, visit this link: <http://suu.edu/ad/hr/request-student.html>

Student workers are paid at least minimum wage, currently **\$7.25/hr**. Individual departments may pay student workers at higher rates when the required skill level and/or experience justify a higher rate.



How to Complete the Hiring Process

ALL STUDENTS WHO ARE OFFERED A POSITION ON CAMPUS MUST SUPPLY APPROPRIATE ORIGINAL DOCUMENTS TO THE HUMAN RESOURCES DEPARTMENT BEFORE THEY CAN BE EMPLOYED ON CAMPUS.

For a complete listing of acceptable documents, visit Page 9 of this link:

<http://www.uscis.gov/sites/default/files/files/form/i-9.pdf>. Human Resources will need to see **original** documents, not photocopies. International Students may need to provide additional required documentation.

First-time SUU student employees or employees who have not worked on campus within the last 12 months must come to the Human Resources Department to complete four payroll forms:

- ✓ Payroll Action Form
- ✓ I-9 Employment Eligibility Verification Form
- ✓ W-4 Form
- ✓ Direct Deposit Form (must bring a voided check or printout from bank that has the routing and account numbers).

Once these forms are completed, the student worker will be given a hire date and work authorization from Human Resources to take back to his or her supervisor.

Student workers who have worked at SUU within the last 12 months will not have to fill out payroll forms but will still need to obtain work authorization from Human Resources and update their employee records as needed. Only then will the student worker's supervisor complete an EPAF to open the job.

STUDENTS MAY BEGIN WORK ONLY AFTER COMPLETING THE NECESSARY FORMS AND RECEIVING WORK AUTHORIZATION FROM THE HUMAN RESOURCES OFFICE.

Your Responsibilities as a Student Worker

1. Track Your Work Hours

Hourly student and hourly non-student employees may not work in excess of 20 hours per week on campus during fall and spring semesters when classes are in session. Hours per week cannot exceed 40 when classes are not in session or in the summer term or holiday/vacation breaks.

2. Submit Your Time Sheet on Time

Hourly pay periods run from the 1st – 15th of each month and the 16th – last day of each month. Hourly pay days are the 10th and 25th of each month, or approximately ten days following the close of the pay period. Should a payday fall on a Saturday, pay will be issued on the Friday before; should a payday fall on a Sunday, pay will be issued on the Monday after.



Hourly employees are responsible for inputting their work hours into their time sheets found in their mySUU Portals and submitting their timesheets for approval on the last day of each pay period. For detailed instructions, visit the following link: <http://www.suu.edu/it/admin/timeinput>.

Time for hourly employees is always due by 11:59 PM on the last day of the pay period. Please note that the hours you submit will be approved by your supervisor on the next business day. If you miss submitting your time by the deadline, you must fill out an hourly late time sheet and return it to the Payroll Office as soon as possible.

3. Follow All Employment Policies & Procedures

All employees are required to read and abide by the rules outlined in the Southern Utah University Drug-Free Workplace Policy and the Southern Utah University Sexual Harassment Policy. Questions on either topic should be directed to the SUU Dean of Students or the SUU Director of Human Resources.

- Drug Free Workplace Policy** (<http://www.suu.edu/pub/policies/pdf/PP59DrugFree.pdf>)
- Non-Discrimination/Anti-Harassment Policy** (<http://suu.edu/pub/policies/pdf/PP527Non-Discrimination.pdf>)

4. Keep Your Employee Records Current

Keeping your employee records current with Human Resources is crucial, and it your responsibility to update your information as needed. In order to guarantee your changes are effective for the upcoming pay day, please submit your changes to Human Resources at least four days before pay day.

To change your name, please bring your new social security card and driver's license with your correct name on it to the Human Resources Office. This will change your name in the entire campus system; you do not need to change it with the Registrar's Office.

To change your address, complete a Change of Address Form and bring it to the Human Resources Office. Keep in mind that if your previous permanent address was out-of-state, Human Resources must see a current driver's license or state ID card with your Utah address printed on it in order to change your permanent address.

To change W-4 withholdings, direct deposition information, or other contact information, find the form online or visit Human Resources to pick one up.