

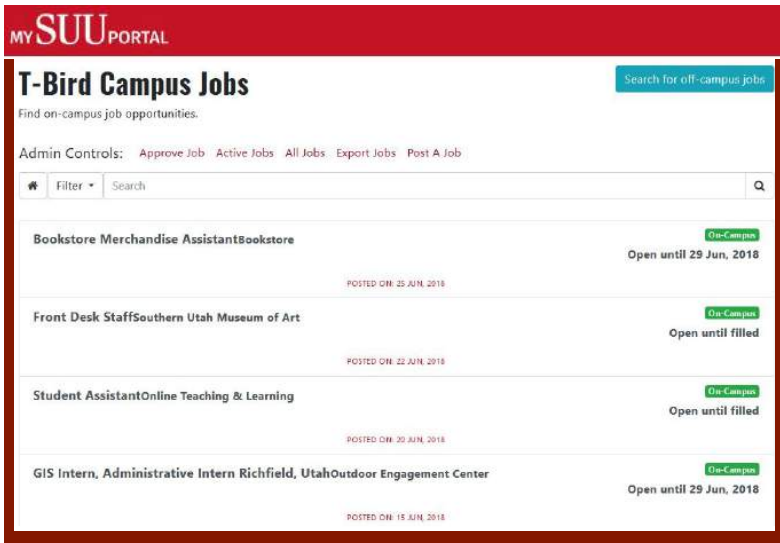


On-Campus Student Employment Guide



SOUTHERN UTAH UNIVERSITY
OFFICE OF HUMAN RESOURCES
BENNION BUILDING RM 106
(435)865-8489

HOW TO SEARCH & APPLY FOR JOBS



T-BIRD CAMPUS JOBS

- On campus employment opportunities with various departments
- Apply directly online
- Visit: <https://my.suu.edu/jobs> for open positions

JOB ANNOUNCEMENTS

- Receive updates of all on campus, off campus, and internship postings directly through email notifications
- Sign up here: <http://suu.edu/ad/hr/request-student.html>



HOURLY EMPLOYEE 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



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



WHO NEEDS PAPERWORK?

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

WHAT TO BRING?

- HR will need to see **original** and **unexpired** documents
- Most common forms:
 - Drivers License and Social Security Card;
 - Drivers License and Birth Certificate; **OR**
 - Passport
- Complete list of acceptable documents:
<http://www.uscis.gov/sites/default/files/files/form/i-9.pdf>



WHAT TO COMPLETE?

- I-9 Employment Eligibility Verification Form
- W-4 Form
- Payroll Action Form
- Direct Deposit Form



WHAT'S NEXT?

- Set up duo authentication here:
<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 per week**
- When classes are not in session, during the summer, or during holiday breaks: employees may not exceed **40 hours per week**



2 SUBMIT TIME SHEET

- There are two pay periods every month:
 - 1st - 15th of each month: pay day is on the 25th
 - 16th - last day of each month: pay day is on the 10th
- Submit time by 11:59 pm on the **15th** and the **last** day of each month

3 KEEP EMPLOYEE RECORDS CURRENT

- Any direct deposit, name changes, W-4 withholdings need to be changed in the HR office
- Address changes can be made through your SUU portal



4 FOLLOW EMPLOYMENT POLICIES & PROCEDURES

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

