Employment of Students

Summary/Purpose: Students or prospective students, who have some type of employment with The University of Mississippi, should complete all required paperwork with the Student Employment Office. An explanation of how a student is defined, qualifications, limitation of hours, and rate of pay is given.

Students or prospective students, who have some type of employment with The University of Mississippi, should complete all required paperwork with the Student Employment Office. Students are selected on the basis of qualifications for the job. Preference will be given to college students; however, exceptions can be made if a qualified college student cannot be located. If a high school student is employed, he/she must be at least 16 years old. The University expects the applicant to be able and willing to work and to have an acceptable academic record. A number of positions for graduate assistants, laboratory assistants, counselors, etc., are assigned to advanced students on the basis of ability and academic achievement.

A student employee is defined as a person who is enrolled as a student in the University and who is employed part time by the University. A person employed during the summer months who intends to enter college in the fall will be considered a student employee. The University policy of "Employment of Relatives" applies to the employment of students. The following policies also apply to student employment:

1. The following limitations on hours of work for student employees have been adopted:
   a. US Citizens or Permanent Resident & International Student Employees

<table>
<thead>
<tr>
<th>Maximum Amount of Work</th>
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<tbody>
<tr>
<td>US Citizens or Permanent Resident (Student Workers &amp; hourly-paid Graduate Students)</td>
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<tr>
<td>International Student Employees on F-1 or J-1 Student Visa</td>
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   b. Graduate Student Stipends (Assistantships/Instructorships/Fellowships): See the HR policy entitled "GRADUATE STUDENT EMPLOYEES COURSE LOAD" for more detailed information regarding work hours and course load requirements.

2. The rate of pay for student positions is established jointly by the Department Head and the Director of Human Resources. The minimum wage rate for students is at least the minimum federal wage.

3. At the time a student is employed, an Electronic Form 18 should be completed by the department and submitted through the E-forms system. The student should come to the Student Employment Office and complete required payroll forms. Student employees cannot be paid by the University until they have visited the Student Employment Office to complete the employment process. When the process has been completed, the student will receive approval to begin work.
Students on the College Work Study Program must be approved to work by the Financial Aid Office. The Electronic Form 18, I-9 form, and payroll information will be coordinated by that office.

Address changes, name changes, and tax changes should be processed through the Student Employment Office.

As soon as the department knows that a student will be working, the appropriate Human Resources form should be processed.

It is essential that departments process an Electronic Form 18 indicating the last day of service when a student is no longer working.

4. A student paid on an hourly basis is required to keep accurate record of the number of hours worked each week on the Departmental Time Record for Student Employment (HR12). This Time Record should be signed by the student and the department head before the hours are submitted. The Time Record should be filed in the departmental records file for seven years and is subject to audit.

5. Undergraduate Assistants, Graduate Assistants, and Graduate Research Assistants are students employed in a non-teaching capacity. They may be employed for a semester, a summer session, or an intersession and may work a specified number of hours each week not to exceed the number of hours approved by the Director of Human Resources.

6. Graduate Instructors are students who will teach a course and who will report grades in their own name. Students in this category are usually employed for one or two semesters, summer sessions, or intersessions.

All changes in compensation, title, cost center number, and resignations for students processed on an Electronic Form 7 should be reported on an Electronic Form 3. Change of Status for hourly employees should be made on an Electronic Form 18.