

STUDENT EMPLOYMENT POLICIES

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1. Undergraduate students must be enrolled for a minimum of 6 credits per semester, international students must be enrolled for a minimum of 12 credits per semester, and graduate students must be enrolled for a minimum of 9 credits per semester, (summer semesters have different enrollment requirements). A student falling below these posted minimums may be terminated at that point in the semester.
2. Current University policy states that U.S. students cannot work more than 26 hours per week, and international students may not work more than 20 hours per week. (The summer term allowance is increased to 40 hours per week). **Students may not work more than 8 hours in one day.** Students are prohibited from working during their scheduled class time.
3. Student employees:
 - Are expected to report to work on time and alert their supervisor that they are reporting for work.
 - Should request permission in advance to be absent from work if special circumstances arise.
 - Should notify their supervisor prior to the start of a shift if they will be absent and each subsequent shift thereafter. Excessive absences are to be avoided.
 - Should keep an accurate record of their hours by punching in or out of the TimeClock Plus timekeeping module. Please notify your supervisor immediately if you missed a punch. Students must punch in/out if they are taking a lunch break.

An additional week is needed for payroll to be completed and a check or direct deposit issued. **Your first paycheck will be a cashable check, whether or not you signed up for direct deposit, that you will need to pick up from the Administration Office located on the 7th floor, southwest side of the Fountain St. building. Checks will be available for 1 week. Unclaimed checks will then be mailed out after 1 week. If you signed up for direct deposit, paycheck stubs may be viewed on-line in MyFSU. Click on the Student tab, and then Student Employee - Pay Stub access link.**

Please be sure to keep us immediately informed of any address change you may have during your employment so that your paychecks and W-2's are mailed to the correct address.