



Guidance Document

Student Employment

Revised August 7, 2023

Statement

The purpose of this guidance is to designate oversight of student employment at Texas A&M University (TAMU), Texas A&M University at Galveston (TAMUG), and Texas A&M Health (TAMHSC). This procedure also defines student employees, lists employment provisions, outlines responsibilities of the designated office and hiring departments, notes wage rate considerations, summarizes work study program requirements, and clarifies the student employee grievance and appeal process. The Student Employment Office in the Division of Human Resources and Organizational Effectiveness is the designated office responsible for the oversight of student employment at TAMU, TAMHSC, and TAMUG.

Definitions

Student Employee: A student who is enrolled at TAMU, TAMHSC, or TAMUG, is working part-time, on or off campus and is processed through one of the Texas A&M University System payroll workstations under the Student Employee Title Codes established by the designated office. The term student employee refers to employees in the following two categories:

1. **Student Worker-** The hiring department pays 100% of student wages plus applicable fringe benefits (FICA, Workers' Compensation, Unemployment Insurance, etc.).
 - Employees in this category may hold titles such as *Student Assistant, Student Coordinator, Student Technician, Student Intern, Student Research Assistant*.
2. **Work Study (WS) Student-** The student is awarded Federal or Texas College Work Study funding through Scholarships & Financial Aid. The hiring department pays a portion of the student salary plus applicable fringe benefits (FICA, Workers' Compensation, Unemployment Insurance, etc.). A student employed as a Work Study Student is classified as such if WS funds are being utilized, even if they are also employed as a Student Worker by the same or another department.

- Employees in this category may hold titles such as *Federal Work Study-Student*, *Texas College Work Study-Student*, *Community Service Work Study*, *Student Reading/Math Tutor*.

Enrolled: For the purposes of student employment, an enrolled student is a person who is either currently enrolled at TAMU, TAMHSC, or TAMUG or were enrolled the previous semester and registered for a future semester (see exception for Summer under Employment Provisions).

Non-affiliated Student Employee: A student who is enrolled in an institution other than TAMU, TAMHSC, or TAMUG (e.g., enrolled in high schools, junior colleges, other colleges and universities), is working part-time, on or off campus and is processed through one of the Texas A&M University System payroll workstations under the Non-affiliated Student Employee Title Codes.

Official Procedure

1. GENERAL

- 1.1 The Student Employment Office in the Division of Human Resources and Organizational Effectiveness shall serve as the human resources unit for student employees of TAMU, TAMHSC, and TAMUG. The provisions of this procedure do not apply to the following:
 - 1.1.1 graduate students who in graduate assistant positions,
 - 1.1.2 graduate students on research assistantships paid from any gift or grant funds or TAMUS agency sources, nor
 - 1.1.3 graduate or undergraduate students employed in any Cooperative Education Program.

2. EMPLOYMENT PROVISIONS

- 2.1 Student employees may not work hours during which their classes are scheduled.
- 2.2 Student employees need not be enrolled during the summer to maintain student employee status if they intend to enroll for the following fall term.
- 2.3 Student employees are recommended to work a maximum of 29 hours per week.
- 2.4 Student employees may work full-time during [interim periods\(between semesters\) and during the summer](#). In accordance with the Fair Labor Standards Act ([see System Regulation 31.01.02, Fair Labor Standards Act](#)), as non-exempt employees, student employees are eligible to be paid overtime for hours worked over 40 in a workweek should the occasion arise.

- 2.5 International students will be offered employment in accordance with university rules and federal regulations. Federal regulations related to student employment are complex and change frequently, so hiring departments are urged to consult with international student services for clarification and interpretation. Employers of OPT or J-1 AC former students should contact [International Student & Scholar Services](#).

3. RESPONSIBILITY

3.1 The designated office shall:

- 3.1.1 assist hiring supervisors in the establishment of student part-time employment positions,
- 3.1.2 receive and publish requests from hiring departments who wish to hire part-time student employees,
- 3.1.3 develop, maintain, and post Student Employee Title Codes and Pay Scales,
- 3.1.4 serve as a resource to assist students seeking part-time employment,
- 3.1.5 serve as a resource to assist employers in student employment matters, and
- 3.1.6 verify work study eligibility through Scholarships & Financial Aid, if applicable.

3.2 HR Generalists and Hiring Departments shall:

- 3.2.1 ensure that employees hired under student employee title codes meet the definition of student employee (see DEFINITIONS) and employment provisions (see EMPLOYMENT PROVISIONS),
- 3.2.2 ensure the correct Workday business processes are initiated in Workday when a:
 - a) student employee is hired,
 - b) student employee is promoted or given a pay increase or decrease,
 - c) change is made in job title, department or work unit, account number, or job classification, or
 - d) student employee is separated for any reason. (Letters of resignation will be obtained when applicable)

- 3.2.3 Create and maintain job descriptions for Federal Work Student employee positions.
 - 3.2.4 Ensure that all student employees comply with mandatory training requirements (i.e., Ethics & Fraud, Creating a Discrimination Free Workplace, Orientation to the A&M System, Information Security Awareness),
 - 3.2.5 Verify work study eligibility through Scholarships & Financial Aid, if applicable,
 - 3.2.6 Ensure supervision of the student by manager,
 - 3.2.7 Establish a work schedule and ensure that the job duties for each student employee are appropriate under guidelines for the title used, and
 - 3.2.8 Maintain adequate time records (as supporting payroll documentation)
- 3.3 Student Employees shall:
- 3.3.1 be responsible for understanding the rules and guidelines that apply to them as employees,
 - 3.3.2 complete required training modules via SSO/TrainTraq within the first 30 days of hire and every two or four years, as required,
 - 3.3.3 present a copy of the work study certificate, if eligible, that will be maintained in the student's personnel file, and
 - 3.3.4 all male employees between the ages of 18 and 25 must show proof of compliance with Selective Service Registration.

4. WAGE RATES

- 4.1 All student employees will be paid in accordance with the wage rate table developed and posted by the designated office. All student employment classifications are listed by base rate and maximum rate. The starting rate of pay is at the department's discretion so long as the rate is consistent with the wage rate tables and the wages of other student workers in that department or unit. The student's academic classification has no bearing on the title code or rate of pay.
- 4.2 In determining a rate of pay, departments are to consider the following:
 - a) the skills needed to perform the job,
 - b) rates the department would normally pay other student employees performing similar duties, and

- c) how much individuals with similar skills are paid in the local market for doing the same type of job.
- 4.3 Promotions may be recommended based upon an increase or change in job duties/responsibilities. The department head, or designee, is responsible for the review and approval of recommendations for promotion. The hiring department will appropriately document such pay increases and title changes (i.e., revised position description, letter of recommendation, performance review, etc.). Documentation substantiating pay increases and/or title changes will be maintained in the student's personnel file.
- 4.4 Merit increases to the student employee's rate of pay may occur at any time after the initial 6 months of employment. Recommendations must clearly describe meritorious job performance. The department head, or designee, is responsible for the review and approval of recommendation for merit increases. The hiring department will appropriately document such pay increases (i.e., letter of recommendation, performance review, etc.). Documentation substantiating merit increases will be maintained in the student's personnel file.
- 4.5 Student employees are not eligible for fringe benefits such as sick leave, vacation time or paid holidays; nor are they eligible to participate in retirement programs. Student employees are not eligible for group insurance benefits unless they work the required number of hours. Student employees are covered under the provisions of Workers' Compensation Insurance and Social Security. Payroll deductions for Social Security and taxes will be made as appropriate.

5. WORK STUDY STUDENTS

- 5.1 Students who have met satisfactory academic progress requirements and are enrolled at least half-time at TAMU, TAMHSC, or TAMUG may be awarded Federal or Texas College work study (WS) funding as a part of a financial aid package by Scholarships & Financial Aid. Under this program, 75% of the student's gross earnings are paid from the Federal or Texas College work study funds. Hiring departments are responsible for paying the remaining 25% of the gross earnings plus required payroll taxes (i.e., FICA, UCI, and WCI).
- 5.2 Work Study students may not exceed the WS allocation awarded as part of the financial aid package. Hiring departments or offices should ensure that the student's work time and allocation are monitored so the student may continue to be employed during the entire period.
- 5.3 When/if the students' allocation of work study funds is expended, the HR Generalist will initiate the Change Job business process in Workday and move the student to a student job profile by the next effective bi-weekly start date.

- 5.3.1 Students may not be paid under the WS program without approval from Scholarships & Financial Aid. If the employing department or office erroneously employs a student under the WS object and title codes, that department or office shall assume full fiscal responsibility for the funds paid in error. Federal or Texas College WS funds may not be used to pay a student when they are not eligible to use work study funds.
- 5.3.2 Positions funded by Federal Work Study must comply with all applicable requirements of that funding including but not limited to posting requirements, job descriptions, and performance evaluations.

6. GRIEVANCES OR APPEALS

- 6.1 Student employees of TAMU, TAMHSC, or TAMUG have the right to file a grievance regarding complaints, disagreements, or differences with an employer. A grievance may include issues relating to treatment. Student employees also have the right to appeal employment-related decisions.
- 6.2 In accordance with [System Regulation 32.01.02, Complaint and Appeal Process for Nonfaculty Employees](#), Student employees should use the [complaint and appeal form](#) to contact Employee Relations.

Related Statutes, Policies, or Requirements

[System Regulation 31.01.02, Fair Labor Standards Act](#)
[System Regulation 32.01.02, Complaint and Appeal Process for Non-faculty Employees](#)
[System Regulation 33.99.08](#)

Forms

[Complaint and Appeal Form](#)

Contact Office

Student Employment Office in Human Resources & Organizational Effectiveness
(979) 845-0686