



BEMIDJI STATE UNIVERSITY & NORTHWEST TECHNICAL COLLEGE

ACADEMIC YEAR 2020-2021 STUDENT EMPLOYMENT REQUIREMENTS

Student Employment Policies

A student may be paid for multiple jobs on both the Work Study and Regular Payroll at the same time. A student is still limited to no more than 20 hours per week between all jobs regardless of the type or source of payroll funds.

Upon earning his or her full Work Study Program allocation, a Student Employee Supervisor may place the student on the Regular Payroll, provided the department has a Regular Payroll allocation or the department chooses to utilize funds from its operating budget to employ a student.

NOTE: After Work Study and Regular Payroll allocations are fully committed, a department may employ a student on the Regular Payroll utilizing the department's own funds, only if approved by the Vice President of the area.

If Regular Payroll funds are not available through the allocation process or departmental funds, it may be necessary to request a Regular Payroll Supplemental allocation, seek assistance from a department that has Regular Payroll funds, employ another Work Study Program student, or terminate the Regular Payroll student employee. Volunteer work by a student is prohibited.

Work Hour Limits

The employment hours of student employees must follow the Federal and State labor agreement rules and laws. Students may not volunteer “extra hours” while employed in a department or be asked to put in more time than what they can be legally paid.

STUDENT EMPLOYEE TIMECARD LIMITS:

Max hours worked in one day	8 Hrs
Max hours worked in one-week	20 Hrs
Max hours reported per time sheet	40 Hrs
Max number of days per time sheet	10 Days

Full time hours (8 hrs per day, 40 hrs per week, 80 hrs per timecard, 10 days per timecard) are ONLY permitted during summer or semester breaks.

If a student works an 8-hour day they should be recording their ½ hour unpaid break on their e-timesheet.

NOTE: Overtime or time-and-a-half pay is not permitted

1. What happens if I do not spend my allocation or if I overspend my allocation?

Regular payroll funds will be allocated to the departments using the ISRS budget system. Departments may request to have unspent academic year student payroll funds re-budgeted to summer student payroll. An over-expenditure in regular payroll funds will be covered by an accounting transfer from the non-salary operating budget within the same cost center.

A Work Study allocation and expenditure report will continue to be periodically distributed to departments to assist with the budgeting process. Unspent Work Study funds may be rolled into the next fiscal year and are not "lost" to the campus. It is critical that Work Study students are given the opportunity to earn the amount committed to them on their financial aid award letters. If you anticipate over-expenditure in Work Study funds, you may request additional funds from your Vice President's Office. Over-expenditure in Work Study funds at the department level may require the student assignments to be changed to Regular Payroll.

2. Wage Scale 2020-2021

Students will be paid according to the Campus-Wide Wage Scale as follows:

<u>Hours Worked</u>	<u>Wage per Hour</u>
0-750	\$10.50
751-1000	\$11.00
1001+	\$11.50

3. Must departments with their own funds, contracts and non-Regular Payroll student employment accounts follow the campus-wide wage scale?

It is the policy of the institution that the campus-wide wage scale be followed for all student employees regardless of the source of funds. The current student pay raise system recognizes an employee's length of service at the university. This system allows students to receive a higher compensation as their responsibilities increase over their years of employment at BSU. The BSU system provides a standard wage scale for all student employees, Federal and State Work Study as well as Regular Payroll. Other reasons include concerns of some bargaining units and the elimination of inequity, which results when the type of money or department of employment becomes the determining factor for a pay raise. In extenuating circumstances, the department may request an adjustment from their area Vice President.

4. Academic year 2020-2021 employment dates

BSU: August 19, 2020 - May 7, 2021

NTC: August 19, 2020 – May 12, 2021

5. The student payroll is for currently enrolled students only

Non-enrolled students or formerly enrolled students may not be employed on this payroll. To work over the semester break (BSU: December 17, 2020 through January 8, 2021. NTC: December 23, 2020 through January 8, 2021) a student must be enrolled Spring Semester 2021.

Students should be encouraged to enroll full-time (12 undergraduate or 9 graduate credits), however, a student must be enrolled at least half-time (6 undergraduate or 3graduate credits) to work on the student payroll. Audit classes do not count toward

credits for work. Federal and State Work Study students must remain in good academic standing. (Satisfactory academic progress policy for financial aid.)

NOTE: Post-Secondary Education Option Students (PSEO) are *not* eligible to work on the Student Payroll, regardless of the source of funds. PSEO students are not matriculated students and cannot participate in activities or student employment.

6. Student Regular Payroll Work Authorization Forms can be found online at <http://www.bemidjistate.edu/students/services/employment/> Please use this form when employing students on the Regular Payroll.
7. Regular Payroll dollar allocations by the Vice Presidents will be entered in the department budgets. A payroll report will be sent out monthly, which will provide supervisors with a list of their student employees and their dollar balances.
8. A student may not earn more than the dollar amount authorized on the Federal or State Work Study Eligibility Certificate.
9. Students are to take their completed Regular Payroll Work Authorization Forms to the Financial Aid Office (D114) who will then route as needed. Work-Study Authorization Forms can come directly to the Student Payroll Office via email.

NEW BSU student employees will need to complete a new hire packet at the Student Payroll Office, please have them gather the necessary documents and then email student.payroll@bemidjistate.edu, or call 218-755-2850 and leave a message. Students will be contacted to set up a day/time to complete new hire paperwork either via Zoom or in person. In order to complete this packet a student will need to gather the following, current items:

- a. US Citizens: Passport or passport card. Or a combination of driver's license or student ID **and** original social security card or birth certificate or certified copy of a birth certificate for the employer.

International students: 1-20, 1-94, current Passport and Social Security Card

10. E-timesheets should be submitted to your supervisor for approval on the last day of the pay period. **Please notify the payroll office of any currently enrolled student who is no longer working in your area.**
11. Students may access their timesheet through their eServices account. If a student cannot see their timesheet, please make sure the supervisor has submitted the payroll authorization. Time must be entered by the student for the supervisor to see the timesheet. Students must submit their time for approval at the end of the pay period, and the supervisor must give approval before time may be processed. Instructions on how to use eTime are located on the Student Employment Website. **Failure to approve an e-timesheet on time will result in a student not being paid on time.** Please make sure to approve e-timesheets by deadlines.