

Arkansas State University System

Maximum Working Hours for Student Employees

Frequently Asked Questions

1. How many hours can a student employee work per week?

We encourage student employees to work 20 hours per work week (Monday-Sunday), however student employees who are US Citizens may work:

- *no more than 28 hours per work week when school is in session*
- *no more than 28 hours per work week when school is not in session*

Federal immigration and labor laws require that Non-US Citizen student employees work:

- *no more than 20 hours per work week when school is in session*
- *no more than 28 hours per work week when school is not in session*

2. When school is out of session can a student work more than 28 hours?

No. The maximum is 28 hours per work week.

3. What if a student employee works in another department on the ASUJ campus, how many hours can they work?

Student employees can only work the maximum hours allowed per work week across campus.

4. What if a student employee fails to submit their timesheet by the payroll deadline?

*The hours may be entered on the following timesheet, with the hours recorded on Saturday or Sunday of the timesheet with **very detailed** information regarding the days and hours worked added to the comments section.*

5. If a student employee does not work the maximum hours during the current week, can the hours be carried over to the following work week?

No, hours cannot be carried over to other weeks. For example, if student works twelve (12) hours this week, they cannot carry the remaining hours over to the next week, as it would cause them to work over the total maximum of 28 hours per work week.

6. How will hours be monitored?

Through the BANNER Self Service system.

7. When does the operating procedure regarding student employees take effect?

The operating procedure is effective June 16, 2013.