

Hourly Student Worker Program

The University realizes the value that Student Employees bring to the campus community. Student Employment is designed to meet three primary objectives:

1. Provide the University with part-time help in a variety of instructional and administrative programs;
2. Provide a means and opportunity to supplement the student employee's income and assist them in their educational expenses;
3. Provide students with work experience.

An individual is considered to be a student employee with Arkansas State University - Jonesboro if:

1. The individual is an undergraduate student enrolled in a minimum of 6 hours for the spring or fall semesters, or 3 hours during either summer term;
2. The individual is a graduate student enrolled in a minimum of 4 hours for the spring or fall semesters or 3 hours during either summer term.

Individuals who are identified as student employees may work for the University as identified below and qualify for FICA exemption status in accordance with IRS Guidelines. Individuals who are employed on a full time basis at Arkansas State University – Jonesboro and concurrently enroll in courses are not considered a “student employee” as defined under the Hourly Student Worker Program.

Student Employment – US Citizen

- May work no more than 28 hours per work week (Monday – Sunday), when school is in session.
- May work no more than 28 hours per work week (Monday – Sunday), when school is not in session.

Student Employment – Non Resident Alien

It is a requirement of federal immigration and labor laws that the nonresident alien student worker (including graduate assistants) may work no more than:

- 20 hours per work week (Monday – Sunday), when school is in session.
- 28 hours per work week (Monday – Sunday), when school is not in session.

Working more than the allotted hours is considered unauthorized work and will put the student out of visa status and ineligible for reinstatement.

Student Employment – Work Study Program

- May work no more than the maximum hours permitted and funded under that student's particular Work Study Program award.

Department Responsibilities:

- Provide each student with a work schedule based upon hourly employment eligibility;
- Ensure that students do not work more than the allowable hours as identified above;
- Ensure that student hours are submitted and approved within the period that work is performed;
- Notify the Primary Designated School Official in the event that any Non Resident Alien student worker works more than the maximum hours permitted in a work week.

Payroll Responsibility

1. Analyze hours worked by student employees as identified below:
 - a. Non-Resident Aliens
 - i. Analyze student work hours to identify number of hours worked; and,
 - ii. If maximum hours are exceeded, notify supervisor, the Primary Designated School Official and Office of International Programs.
 - b. US Citizens
 - i. Analyze student work hours to identify number of hours worked; and,
 - ii. If maximum hours are exceeded notify supervisor.

Revised on 5/15/13.