



**HOFSTRA**  
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**STUDENT EMPLOYEE HANDBOOK**

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## Table of Contents

<b>GENERAL STUDENT EMPLOYMENT INFORMATION .....</b>	<b>1</b>
Eligibility .....	1
Equal Employment Opportunity and Prohibition of Harassment.....	1
Confidentiality .....	2
Types of Positions on Campus.....	2
Federal Work-Study .....	2
Community Service Opportunities .....	3
Student Employee .....	3
Graduate Assistantship .....	4
<b>HOW TO GET A JOB ON CAMPUS .....</b>	<b>5</b>
<b>WHEN JOBS ARE AVAILABLE.....</b>	<b>5</b>
<b>FEDERAL WORK-STUDY PROGRAM .....</b>	<b>5</b>
How to Find Positions.....	5
Period of Employment .....	5
<b>STUDENT EMPLOYEE .....</b>	<b>5</b>
Job Listings .....	5
Period of Employment .....	6
International Students .....	6
<b>GRADUATE ASSISTANTSHIP.....</b>	<b>6</b>
Assistantship listing .....	6
Period of Appointment.....	7
<b>THE INTERVIEW.....</b>	<b>7</b>
<b>COMPLETING THE HIRING PROCESS.....</b>	<b>7</b>
<b>ONCE THE JOB IS YOURS: WHAT YOUR MANAGER EXPECTS.....</b>	<b>9</b>
<b>RESPONSIBILITIES AND WORK PERFORMANCE.....</b>	<b>9</b>
<b>WORK SCHEDULE .....</b>	<b>9</b>
<b>COMMUNICATION SKILLS .....</b>	<b>9</b>
<b>DRESS .....</b>	<b>10</b>
<b>USE OF DEPARTMENT EQUIPMENT.....</b>	<b>10</b>
<b>PLEDGING AND WORK.....</b>	<b>10</b>
<b>ONCE THE JOB IS YOURS: WHAT YOU CAN EXPECT .....</b>	<b>11</b>
<b>WORK SCHEDULE .....</b>	<b>11</b>
<b>JOB RESPONSIBILITIES.....</b>	<b>11</b>
<b>DISCIPLINE AND DISMISSAL .....</b>	<b>11</b>
<b>RESOLVING PROBLEMS .....</b>	<b>11</b>
<b>IF YOU ARE INJURED ON THE JOB.....</b>	<b>12</b>
<b>IF YOU LEAVE THE JOB BEFORE END OF AY/SUMMER.....</b>	<b>12</b>
<b>WORK WEEK / HOURS / NUMBER OF JOBS PERMITTED.....</b>	<b>13</b>
<b>TOTAL MAXIMUM WEEKLY HOURS.....</b>	<b>13</b>
Federal Work-Study .....	13
Student Employees.....	13
Graduate Assistantships.....	13
International Students.....	13
Overtime Prohibited.....	13

How to Calculate Weekly Maximum Hours.....	13
UNPAID AND UNINTERRUPTED MEAL BREAK.....	14
ONE JOB PER STUDENT .....	14
Calculating Weekly Hours When You Hold a Second Position <b>Error! Bookmark not defined.</b>	
<b>GETTING PAID .....</b>	<b>15</b>
TAXES AND WITHHOLDING.....	15
UNIVERSITY PENSION PLAN ELECTIVE DEFERAL.....	16
RATES OF PAY.....	15
ELECTRONIC TIME COLLECTION .....	16
Procedures for Student Employees .....	16
Recording a Time Stamp in eTime.....	16
Rounding.....	16
How to Submit Time Worked .....	16
How to Ensure Timely Payment .....	17
Submission of Accurate Hours Worked .....	17
PAY SCHEDULE .....	18
PAYCHECKS .....	18
PROBLEM WITH PAYCHECK.....	18
<b>APPENDIX .....</b>	<b>19</b>
FREQUENTLY ASKED QUESTIONS CONCERNING UNDERGRADUATE AND GRADUATE STUDENT EMPLOYMENT.....	19
FREQUENTLY ASKED QUESTIONS CONCERNING FEDERAL WORK- STUDY.....	21
FREQUENTLY ASKED QUESTIONS CONCERNING EMPLOYMENT OF INTERNATIONAL STUDENTS .....	23
OTHER OPPORTUNITIES AVAILABLE FOR STUDENTS .....	26
Off-Campus Employment.....	26
Other On-Campus Employment .....	26
Internships .....	26
Involvement on Campus.....	26
Extracurricular Activities .....	26
Resident Assistants, Mentors, Orientation Leaders, Welcome Week Coordinators, Etc.....	26
<b>STUDENT EMPLOYMENT-QUICK REFERENCE SHEET .....</b>	<b>27</b>

## GENERAL STUDENT EMPLOYMENT INFORMATION

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The Student Employee Handbook has been written as an overview of working as a student employee while attending classes. The Office of Student Employment has provided a variety of student employment options for students throughout their years at the University. Through part-time student employment, students have the opportunity to enrich and enhance their academic experiences by applying learned skills and theories in a practical setting, while earning income to assist with college expenses.

We hope you find the information helpful. Please contact our office if we can be of any further assistance to you in your job search.

### **Eligibility**

To be eligible for student employment, students must be matriculated, in good standing and enrolled for at least half-time semester hours at Hofstra University (undergraduate students-6 credits; graduate students: 4.5 credits<sup>1</sup>). F-1 international students must be enrolled as full-time students.

At the time of graduation from the University, all student employees become ineligible for further employment as a student employee, unless they have been accepted as a student in a Hofstra University graduate program for the following semester.

### **Equal Employment Opportunity and Prohibition of Harassment**

Hofstra University is committed to extending equal opportunity to all qualified individuals without regard to race, color, religion, sex, sexual orientation, gender identity or expression, age, national or ethnic origin, physical or mental disability, marital or veteran status in employment and in the conduct and operation of Hofstra University's educational programs and activities, including admissions, scholarship and loan programs and athletic and other school administered programs. This statement of nondiscrimination is in compliance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act Amendments Act, the Age Discrimination Act and other applicable federal, state and local laws and regulations relating to nondiscrimination ("Equal Opportunity Laws"). The Equal Rights and Opportunity Officer is the University's official responsible for coordinating its adherence to Equal Opportunity Laws. Questions or concerns regarding any of these laws or other aspects of Hofstra's Equal Opportunity Statement should be directed to the Equal Rights and Opportunity Officer at [EROO@hofstra.edu](mailto:EROO@hofstra.edu), (516) 463-7310, C/O Office of Legal Affairs and General Counsel, 101 Hofstra University, Hempstead, NY 11549. Students may also contact the Associate Dean of Students at [DeanofStudents@Hofstra.edu](mailto:DeanofStudents@Hofstra.edu), 516-463-6913, 243 Student Center, Hempstead, NY 11549 or Services for Students with Disabilities, (516) 463-7075, 212 Memorial Hall, as appropriate.

The entire Hofstra University Harassment Policy, which is applicable to students and which sets forth the

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<sup>1</sup> Graduate students who are not registered for credits but who are maintaining matriculation may also be eligible to work as student employees. Contact student employment or the University Provost's office for more information.

Harassment Complaint Procedure, may be found online at [http://www.hofstra.edu/pdf/faculty/senate/senate\\_fps\\_43.pdf](http://www.hofstra.edu/pdf/faculty/senate/senate_fps_43.pdf).

### **Confidentiality**

Student workers may be given access or may be exposed to confidential material or information when required in order to perform their jobs. Examples of confidential information may include—but are not limited to—financial information about the University or a student thereof; nonpublic information about department initiatives; personal data regarding University students or employees; and student educational records.

You must maintain the confidentiality of all information learned in connection with your student employment at Hofstra University. You may not use such information for any purpose other than to perform your job.

The University maintains compliance with the Family Educational Rights and Privacy Act (“FERPA”), which generally prohibits the University from disclosing any information from student education records to anyone without the written consent of the student. Under no circumstances are student employees permitted to release any personal, financial or academic information concerning a University student or employee to anyone. Refer any such requests to your manager.

As part of the payroll paperwork process in the Office of Student Employment, student workers agree to abide by Hofstra’s Confidentiality Agreement and Security and the Family Educational Rights and Privacy Act policies before they begin working for Hofstra University. The full policies are set forth at [http://www.hofstra.edu/pdf/confidentiality\\_security.pdf](http://www.hofstra.edu/pdf/confidentiality_security.pdf) and [http://www.hofstra.edu/StudentAffairs/StudentServices/AcademicRecords/acdrec\\_ferpa.html](http://www.hofstra.edu/StudentAffairs/StudentServices/AcademicRecords/acdrec_ferpa.html), respectively.

### **Types of Positions on Campus**

On-campus positions are as varied as the different offices and departments that service the University. Working in the Library, the Residential Life Office or the Recreation Center may be of interest to you. You may also be interested in Student Financial Services, the Political Science Department, or the Student Activities Office. Many of the student positions available on campus involve general office duties. Typically students answer phones, assist with filing, use copying machines, sit at reception desks, assist with mailings, and act as messengers between offices. Some positions require customer service skills; others require familiarity with computers. Some students work as front desk security for the residence halls or as safety patrols around campus. Other positions include lifeguards, sports referees, child care providers, and tutors.

There are several student job categories on campus -- Federal Work-Study, Student Employee and Graduate Assistantship. These categories are outlined below and will be referred to in other parts of this handbook.

#### **Federal Work-Study**

Federal Work Study is a form of financial aid where you become eligible to earn your grant award through a job. Federal Work Study positions are real jobs with real responsibilities where you are

paid an hourly wage to work, not to study.

Students eligible for Federal Work-Study (“FWS”) are those who have applied for financial aid and been awarded a Federal Work-Study Grant. Eligibility for FWS is based on financial need, as determined by Hofstra Student Financial Services, and on information from the student’s filed FAFSA (Free Application for Federal Student Aid). Students interested in becoming eligible for FWS positions should file the FAFSA form in the spring prior to the summer or academic year they want to work. The form is available online and at the Office of Student Financial Services on the second floor of Memorial Hall. This form must be filed for *each year* a student seeks eligibility. Renewal is not automatic.

International students may not hold FWS positions.

See the section below entitled “Total Maximum Weekly Hours” for scheduling prohibitions for FWS positions, which are different from other student employment positions.

### **Community Service Opportunities**

FWS jobs may be on or off-campus. Hofstra University encourages those students eligible for FWS to take advantage of employment offering community service opportunities. These jobs are available both on campus and in the local community. Off-campus FWS jobs may be with federal, state, or local public agencies or private nonprofit organizations and must be in the public interest.

We offer multiple community service opportunities through our FWS program both on and off campus. Examples may include positions with the Child Care Institute, the Business Development Center, the Hofstra Museum, tutoring positions at local libraries and school districts, positions that provide support to students with disabilities, or positions at local museums. Contact us for more information.

### **Student Employee**

All matriculated Hofstra students in good standing and enrolled in at least half-time semester hours<sup>2</sup> are eligible for hourly wage employment as a Student Employee. Employment is not based on financial aid status. Jobs are available year-round and are posted on the Student Employment web page or through individual University departments.

F-1 international students are permitted to work on campus as a Student Employee or through a Graduate Assistantship (discussed below) so long as they meet the requirements of their immigration status, have applied for a social security card and otherwise meet the eligibility requirements set forth above.

International students with other immigration statuses are only allowed to work with an Employment Authorization document issued by USCIS. Please consult the International Student Affairs Office to discuss.

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<sup>2</sup> Half-time is equivalent to six semester hours for undergraduate students and 4.5 semester hours for graduate students. Graduate students who maintain matriculation but are not registered for credits may also be eligible to work as student employees—contact the University Provost’s office or Office of Student Employment for more information.

**Graduate Assistantship**

All matriculated Hofstra graduate students pursuing a graduate degree are eligible to apply for a Graduate Assistantship, which provides a tuition waiver and a stipend. Please contact the Office of Student Employment or individual departments for further details. Assistantship opportunities are posted on the Office of Student Employment website.

## HOW TO GET A JOB ON CAMPUS

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### WHEN JOBS ARE AVAILABLE

The largest numbers of jobs are available in September, but that is also when the largest numbers of students are seeking employment. Jobs do become available throughout the year, and any student who is not immediately successful with a student employment job search should continue to look. It is common at mid-semester to have open jobs. Student employment opportunities are also available during the summer and January session. All jobs are filled on a first-come, first-served basis and depend on department need.

### FEDERAL WORK-STUDY PROGRAM

#### How to Find Positions

FWS opportunities are posted on the Student Employment web page under “Current Jobs.” FWS positions are distinguished from other positions with an “FWS/” in front of the Job Title. Only students with FWS may apply for these positions. If you are unsure about your FWS eligibility or the amount of your FWS grant, you should contact Student Financial Services by email at:

[studentfinancialservices@hofstra.edu](mailto:studentfinancialservices@hofstra.edu); by telephone at: 463-8000; or in person at: 206 Memorial Hall to speak with a counselor. Instructions on how to apply for each position are provided in the job posting. Please note that a Federal Work-Study grant does not guarantee the student a job.

#### Period of Employment

For a Federal Work-Study job, your assignment to the position is valid until you leave that position, leave Hofstra, earn the full amount of your Federal Work-Study grant, or May 31 of the academic year, whichever occurs first.

You may return to the same FWS position the following academic year or summer if you remain eligible and are invited by the hiring department, but to do so, you will need a **new** FWS Referral Authorization from your employing department. You may also seek a new FWS position by reviewing the “Current Jobs” listing.

Finally, it is important that you keep track of how much of your grant you have used up, i.e. the gross amount you have been paid. Once you have used up your grant amount you may no longer work in the FWS position. It is your responsibility to (1) monitor your use of grant funds; and (2) notify your manager and stop working when you no longer have grant money available. In order to assist you, the Office of Student Employment will send you and your manager notice when you are close to exhausting your grant. If you work hours when you no longer have FWS grant money available, you may be subject to disqualification from future employment.

### STUDENT EMPLOYEE

#### Job Listings

Student Employees can apply directly to the departments that are seeking student workers. These



positions may also be posted on the Hofstra Student Employment web page under “Current Jobs.” Some departments such as Public Safety post their own signs on location or on the department web page. Should you be interested in a job with Public Safety, the Library, Child Care Center, the Playhouse or the Computer Center, for example, you may approach these departments directly for work as a Student Employee.

### **Period of Employment**

Student Employees may work year round. Before you begin working each academic year or summer, however, there are numerous steps that you must take. These steps are detailed below under **Completing the Hiring Process**.

### **International Students**

F-1 international students are permitted to work on campus as a Student Employee or through a Graduate Assistantship so long as they meet the requirements of their immigrations status. Hofstra University’s Office of International Student Affairs is responsible for verifying the work eligibility of our international students. International students with other immigrations statuses are only allowed to work with an Employment Authorization Document issued by USCIS. Please consult the International Student Affairs Office to discuss.

F-1 international students must maintain their immigration status, may not hold Federal Work-Study positions and they may not work more than 20 hours per week when classes are in session. It is imperative that the manager and the student carefully monitor hours. When classes are in recess, international students are permitted to work 30 hours per week maximum.

Among other things, no international student may begin working on campus without obtaining a Social Security Card. If the student does not have one, s/he should contact International Student Affairs for assistance.

Extensive payroll documentation, as well as federal Form I-9 documentation, is also required for international students. International students may not be permitted to work until all the foregoing paperwork and processes—i.e. work permit, Form I-9, payroll, social security card/letter receipt—have been completed. If you are unsure about your authorization to begin working, please contact the Office of Student Employment or International Student Affairs for assistance. The hiring process for international students is also discussed below under **Completing the Hiring Process**.

Failure to comply with these rules could jeopardize your immigration status and ability to remain in the United States legally. For more information, see also, Appendix, Frequently Asked Questions concerning Employment of International Students.

## **GRADUATE ASSISTANTSHIP**

### **Assistantship listing**

Graduate students may apply directly to departments for Graduate Assistantship positions. These positions may also be posted on the Hofstra Student Employment web page or at individual departments or their web pages. Please note, however, that an offer by a department for a Graduate Assistantship position is not valid unless and until the Provost’s Office or the departmental Vice President, as applicable, has approved the appointment AND you have received written approval from the Office of Student Employment.

### Period of Appointment

A letter of appointment is issued detailing Graduate Assistantship guidelines, the period of employment, requisite number of hours per week, tuition waiver amount, stipend and any other applicable information.

## THE INTERVIEW

You should dress neatly and keep in mind that most jobs require you to interact with the campus community at large and sometimes the outside community. Use your common sense; think about the function of the department with which you are interviewing and about how you will appear to the interviewer. See Hofstra Career Services “Interview Techniques,” at [http://www.hofstra.edu/pdf/StudentAffairs/StudentServices/career/Career\\_Interview\\_Manual09.pdf](http://www.hofstra.edu/pdf/StudentAffairs/StudentServices/career/Career_Interview_Manual09.pdf) for some great preparation tips.

At the interview you will be asked about the times you are available to work, so you should come prepared with your class schedule. You will be told about the job duties and asked how your skills and abilities match with those which may be required for the job. Please note, if the department extends you an offer and you are interested in working for the department, you must visit the Office of Student Employment to actually complete the hiring process. Until you have completed this hiring process, you may not begin working for Hofstra University.

## COMPLETING THE HIRING PROCESS

Once you are offered the job and you accept you **MAY NOT BEGIN WORKING** until the following steps are taken:

- ✓ FWS students must return in person to the Office of Student Employment with the completed, original FWS Referral Authorization;
- ✓ Student Employees, along with their managers, must complete and return a Work Permit;
- ✓ International students must obtain a social security card as discussed above under “International Students.”
- ✓ If you are unsure about whether you are authorized to begin working, please contact the Office of Student Employment or the Office of International Student Affairs ((516) 463-6796 or [international@hofstra.edu](mailto:international@hofstra.edu)).
- ✓ FWS students and Student Employees must complete the necessary payroll forms, including the federal Form I-9 and tax forms, and bring the requisite **original** forms of identification to the Office of Student Employment. For a complete and current list of acceptable, unexpired forms of identification, please visit the United States Citizenship and Immigration Services web page at <http://www.uscis.gov/files/form/i-9.pdf>.
- ✓ Students who have already completed payroll forms for Hofstra still may not begin working until the completed work permits and/or authorizations have been returned to the Office of Student Employment.
- ✓ Work permits, FWS authorization Forms are only valid for one academic year or

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summer, as applicable. Returning FWS students or Student Employees rehired by their employing departments may not begin working during the summer or following academic year until they have submitted **new** authorizations or **new** work permits.

## ONCE THE JOB IS YOURS: WHAT YOUR MANAGER EXPECTS

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### RESPONSIBILITIES AND WORK PERFORMANCE

Once you begin work, you should again discuss what is expected of you with your manager. Each office has the right to set standards for its student employees. Department managers may ask a student to leave a position if the student does not meet job responsibilities.

### WORK SCHEDULE

It is very important to work your agreed-upon days and hours and to arrive promptly. See the section below entitled "Total Maximum Weekly Hours" for prohibitions related to your work schedule and weekly hours.

If you need time off, you should arrange this with your manager in advance. If you are ill, you should notify your manager as early in the day as possible. Managers understand that school is your top priority, but they are also responsible for seeing that the work of the department gets done.

If you are frequently absent or late, absent without notifying your department, or frequently requesting time off, you may be asked to leave your position. This could also preclude you from obtaining employment with other University departments. Discuss with your manager if there any specific procedures you should follow when you are going to be absent or tardy.

### COMMUNICATION SKILLS

Ask your manager how you are expected to answer the telephone, how you should address the people in the department or those that visit and how you should handle requests for information. Any requests for information should be referred to your manager or other appropriate department staff member. Please also refer to the section above entitled "Confidentiality."

You should ask your manager how to use the office phone, as it is different from phones most students have used. Here are some general guidelines regarding telephone usage and communicating within the department, but be sure to go over these steps with your manager:

#### **Answering the telephone:**

You should say good morning (or afternoon), indicate the caller has reached Hofstra University, give the name of the department and offer assistance. Example: "Good morning, Hofstra Dean of Students Office. May I help you?" If a caller asks to speak to someone specific, you should find out who is calling and the purpose of the call. The polite way to handle this is to ask: "May I ask who is calling?" and "May I ask what this is in reference to?" If you don't understand the person's name, do not hesitate to ask the spelling of the name. Then say, "Please hold on," press the hold button of the phone and provide the information to the call's recipient.

**Transferring a telephone call:**

Find out from your manager how to transfer calls to other recipients, how to transfer to voicemail and when transfer of calls is appropriate. For example, you may need to transfer a call to the extension of the person with whom the caller wishes to speak because that person's office is not near your location. You may also need to transfer callers to the voicemail of the person called if that person is unavailable. You should discuss with your manager the mechanics of transferring calls as well as the appropriate time to transfer to voicemail.

**Taking Messages:**

You should speak with your manager about what to do when the recipient of a phone call is unavailable (either because they are in a meeting, out of the office, or otherwise unavailable). For example, the manager may direct you to transfer these calls to voicemail in order to enable the caller to convey any message directly to the recipient. If the manager prefers that you take messages, discuss with your manager the necessary content of messages (e.g. full name and phone number of caller, date and time of call, general subject of message, caller's requested response time).

**Addressing People:**

The proper manner of addressing people is a matter of department preference. When in doubt, you should always be formal when initially addressing people; you should not use a person's first name unless specifically told to do so. A dean should be addressed as Dean [last name]. Teaching staff may be called Professor [last name]. If you are unsure of the person's position, Mr. and Ms. are always safe. You should always address visitors to the office in a formal manner.

**DRESS**

You should dress neatly and appropriate to the area in which you work. Since each office may set its own dress code, you should ask your manager if there is a dress code that you should follow when coming to work. Neat school clothes are usually acceptable when no special instructions are given.

**USE OF DEPARTMENT EQUIPMENT**

University equipment--including telephones, computers, and copying machines--is provided for university business and not personal use. For example, you should not make personal telephone calls, use the copy machine for non-University business (such as for course work), or surf the internet for shopping or to check your personal email account.

**PLEDGING AND WORK**

If you are pledging a sorority or fraternity, please remember that no pledging activities are permitted on the job. You may find that you are interacting with full members or other pledges at work, but while you are working, your relationship to these students must be strictly business-related.

## ONCE THE JOB IS YOURS: WHAT YOU CAN EXPECT

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### WORK SCHEDULE

Once you have arranged a schedule with your manager, you should expect to be able to work the schedule you discussed. See the section below entitled “Total Maximum Weekly Hours” for prohibitions related to your work schedule.

### JOB RESPONSIBILITIES

Your manager should clearly define your job responsibilities, including: how you are expected to interact with other department staff; how to respond to outside requests for information; what the department policy is regarding absence or tardiness, including who you should call; when and how to submit hours worked to ensure timely payment.

Moreover, some departments, such as Public Safety, may also require you to comply with student employment policies and procedures that are additional to the policies and procedures set forth in this handbook.

### DISCIPLINE AND DISMISSAL

You are employed on an “At Will” basis. This means that your employment with the University may be terminated at any time with or without cause or advance notice by you or your employing department.

At the time of graduation, you become ineligible for further employment as a student employee with the University, unless you have been accepted as a full-time student in a Hofstra University graduate program for the following semester. For example, if you graduate in the spring, your last day of employment must be the last Sunday in May and if you graduate in December, your last day of employment must be the last Sunday in December. You are prohibited from working any hours past these dates, unless you have been accepted as a full-time student in a Hofstra University graduate program for the following semester.

ANY STUDENT WORKERS WHO ARE DISMISSED FROM THEIR STUDENT EMPLOYMENT POSITIONS BASED ON VIOLATION OF POLICY, INSUBORDINATION, FRAUD, EXCESSIVE TARDINESS OR THE LIKE WILL BE PROHIBITED—AT A MINIMUM—FROM WORKING FOR ANY HOFSTRA UNIVERSITY DEPARTMENT FOR AT LEAST THE REMAINDER OF THAT SEMESTER.

### RESOLVING PROBLEMS

If conflicts occur in any of the above situations or you have some other type of problem with a manager or other member of the department where you work, you should discuss the issue with your manager or the head of the department. If the matter cannot be resolved in the department, you should contact the Office of Student Employment for assistance.

If you believe you have been subjected to unlawful harassment<sup>3</sup> in violation of the University's Harassment Policy, you may pursue redress through the procedures set forth in the Harassment Policy at [http://www.hofstra.edu/pdf/faculty/senate/senate\\_fps\\_43.pdf](http://www.hofstra.edu/pdf/faculty/senate/senate_fps_43.pdf).

### **IF YOU ARE INJURED ON THE JOB**

If you are injured while working, you must report the injury to your manager or other non-student member of your department immediately. If medical attention is necessary, you should go to the Health Center after reporting the injury to your manager or other member of your department. If you need assistance to go to the Health Center, ask your manager to contact the Public Safety Office for an escort. To the extent provided by law, student employees are covered by New York State Worker's Compensation Law for work-related injuries.

### **IF YOU LEAVE THE JOB BEFORE END OF AY/SUMMER**

If you leave your position, for whatever reason, before the end of the academic year or summer, you must notify the Office of Student Employment by telephone or email and must include in such notification your last date of work. This notification requirement does not apply to short-term positions, i.e. day- or week-long positions.

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<sup>3</sup> Among other things, the Hofstra University Harassment Policy ensures that “no individuals are subjected to harassment or discriminated against in any way on the basis of race, color, religion, sex, sexual orientation, age, national or ethnic origin, physical or mental disability, marital or veteran status or any other characteristic protected by state or federal laws.” See Hofstra University Harassment Policy, at p. 1, [http://www.hofstra.edu/pdf/harassment\\_policy.pdf](http://www.hofstra.edu/pdf/harassment_policy.pdf).

## WORK WEEK / HOURS / NUMBER OF JOBS PERMITTED

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### TOTAL MAXIMUM WEEKLY HOURS

All students employed by Hofstra University must abide by the total weekly maximum hours set forth herein. Student employees are prohibited from working overtime, i.e. over 40 hours per week. **Students who violate the University's policy regarding weekly maximum hours will be subject to work-related discipline, which could include dismissal from employment.**

#### Federal Work-Study

Students may work up to a maximum of 25 hours per week during the academic year and up to a maximum of 30 hours per week during the summer and intersession.

#### Student Employees

Students may work up to a maximum of 25 hours per week during the academic year and up to a maximum of 30 hours per week during the summer and intersession.

#### Graduate Assistantships

Graduate student must work the required hours as stated in their appointment letter. Typically, graduate assistantships require between 20 and 25 hours per week.

#### International Students

F-1 international students may work up to a maximum of 20 hours per week during the academic year and up to a maximum of 30 hours per week during the summer and intersession.

#### Overtime Prohibited

Students are prohibited from working more than the maximum hours listed above. Moreover, any student who, contrary to University policy and without prior approval from his or her manager, works beyond forty (40) hours in a work week must be paid "time and one-half" for these extra hours. Again, students who violate this policy will be subject to work-related discipline, which could include dismissal from employment. International students who violate these rules put their immigration status at risk, as well as their ability to remain in the United States legally.

#### How to Calculate Weekly Maximum Hours

The week used to define permitted hourly maximums is a calendar week running from Monday to Sunday. You should separately keep track of weekly hours based on this work week to ensure compliance with these rules. You are able to review your total hours for a particular range of dates within the University's electronic timekeeping system ("eTime"), making it simple to keep track of your weekly hours. Instructions on how to do this are on the eTime web page at <http://www.hofstra.edu/etime>. The eTime system will also sent out automated e-mail notifications to student employees when they are approaching and again when they have reached the maximum weekly hours.

Any student who believes s/he is being asked by their department to work more than the maximum weekly hours set forth above should notify his or her manager, the head of his or her department, or the Office of Student Employment immediately.



## UNPAID AND UNINTERRUPTED MEAL BREAK

Consistent with New York State Labor Law, student employees **are required** to take an unpaid and uninterrupted meal break as set forth below and only in the following circumstances:

- Work a shift of over 6 consecutive hours: must take a 30-minute break.
- Work a shift of over 8 consecutive hours: in addition to break above, must take an additional 30-minute break.

During these unpaid breaks, you must be relieved of all duties, perform no work whatsoever, and must take an “uninterrupted” break. If you fail to do so, you will risk disciplinary measures up to and including dismissal from employment.

Any student who believes s/he is not being permitted to take the unpaid breaks noted above should notify his or her manager, the head of his or her department, or the Office of Student Employment immediately.

Please note, these breaks will automatically be deducted from your hours-worked on the eTime system and therefore from your pay. Accordingly, if, on any given work day when you work the shifts listed above and fail to take the required break, you must immediately notify your manager so that this amount will not be deducted from your pay and your hours worked can be reconciled.

## ONE JOB PER STUDENT

Students are permitted to work in only one student employment position at a time.

## GETTING PAID

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### TAXES AND WITHHOLDING

Every student employed by Hofstra University is required to complete a W-4 Federal Tax Withholding Form, a New York State Tax Withholding Form and an I-9 Employment Eligibility Form. **YOU MAY NOT BEGIN WORKING UNTIL THIS PROCESS IS COMPLETED.** Once you are on the Hofstra payroll, you do not have to file new forms while you continue as a Hofstra student unless you wish to make a change—either in exemptions\*, name or address—or you are an international student. International students **ONLY** are required to complete new tax forms each calendar year at the payroll office. All other changes must be made at the Office of Student Employment.

\*An exemption certificate is good for the calendar year. Any employee who claims “Exempt” from withholding is required to complete a new W-4 form by February 16th of each year to continue being exempt for the following year. Otherwise, his/her exemption will become single with 0.

You will receive a W-2 Statement of Earnings form at the end of each calendar year. This information is reported to the IRS and New York State. International students should contact the payroll department for information regarding tax issues relating to them.

### UNIVERSITY PENSION PLAN ELECTIVE DEFERRAL

Summer student employees (i) who work for Hofstra University during the summer, and (ii) who, during this summer employment, are not enrolled at least 6 credits over the course of the three summer sessions, are eligible to make pre-tax contributions from their summer pay into the voluntary portion of the University’s 403(B) Plan. For more detailed information, please visit the Human Resources website at Pension Plan Salary Deferral.

Eligible summer student employees who wish to make elective deferrals must complete an application form and a corresponding contribution agreement, both available at the Office of Student Employment. Contact the Office of Student Employment at (516) 463-6782 or [student-employment@hofstra.edu](mailto:student-employment@hofstra.edu), Human Resources Center, 205 Hofstra University, Hempstead, NY 11549.

### RATES OF PAY

Students are paid at an hourly rate only for actual hours worked. Rates for FWS students and Student Employees are set by the employing department, beginning at the applicable minimum wage, and are based on the nature of the work to be done, the skills required and/or the length of time the student has held the job.

## ELECTRONIC TIME COLLECTION

Beginning in January 2011, student employees began submitting their hours electronically through the eTime system. Detailed information about eTime is contained on the eTime web page at <http://www.hofstra.edu/etime>.

### Procedures for Student Employees

#### Recording a Time Stamp in eTime

In order to receive a paycheck for hours worked, student employees must record a time stamp in when they begin working and record a time stamp out when they have finished working for the shift. Student employees may not punch in before they begin working and must punch out when they have finished working. The majority of student employees will record their time on a department computer by logging on to eTime, which is found under “My Apps” on the myHofstra portal, and clicking “Record Time Stamp.” Other student employees may record their time via a designated time clock.

Your department will provide you with instructions about which method to use when you begin working. Student employees cannot access the eTime system from home, through a wireless connection or from dormitory rooms.

Student employees who have been approved to hold a second position on campus will only use the eTime system for their first position, also known as Primary Position. For the second position, also known as Secondary Position, Students will record their time on an approved Hofstra University timesheet maintained by their managers and which must be submitted to the Office of Student Employment by noon each Monday. Students who are unsure if a position is Primary or Secondary should contact the Office of Student Employment and/or discuss this with their manager.

#### Rounding

Rounding means that when you time stamp in, the time will be rounded to the nearest 15 minutes. The rounding rules are as follows: Time stamp rounding is based on 15 minute intervals; 0-7 minutes in the interval rounds back to the previous quarter hour, 8-15 minutes in the interval rounds forward to the next quarter hour. For example, if you time stamp in at 9:07am, your time in will be calculated from 9:00am. Likewise, if you time stamp in at 9:08am, your time in will be calculated from 9:15am. Please note that the eTime system will show the actual time stamp in or out, but it will calculate your hours worked pursuant to these rounding rules.

#### How to Submit Time Worked

Student employees submit time worked each time they record a time stamp in and out of work. Student employees have the opportunity to review their time cards and any edits to their time cards, by (i) logging onto eTime, (ii) clicking on “home” in the upper left hand corner, (iii) under “Time Period” select the appropriate date range for the weekly applicable pay period (you can either select previous pay period, current pay period, or even precise dates); (iv) click on “My Timecard.” You may review your eTime timecard on the last day you work each week on the eTime system.

Students may punch in and out of work multiple times during a single day. For example, if you leave work for lunch or class you must punch out and then if you return, you should punch in again and then punch out again when you finish work for the day. As discussed above under the section entitled **UNPAID AND UNINTERRUPTED MEAL BREAK**, eTime will automatically deduct 30 minutes from the time of all student employees who work more than six (6) consecutive hours. Accordingly, student employees who work more than six (6) consecutive hours need not punch in and out for their required 30-minute break.

If you forget to record a time stamp in or out of work, you will not be paid for any hours until your time is reconciled to actual hours worked by your manager. Thus, if you see any missed punches or other inaccuracies on your timecard, you must speak with your manager promptly to ensure that the mistakes are corrected so you can be paid for accurate hours worked.

### **How to Ensure Timely Payment**

Your department manager must approve and submit your time through the eTime system by noon every Monday. Managers review your time records and, where necessary, will edit the time records to reconcile to actual time worked by the student (for instance where a student forgot to punch in or out, added an extra punch, punched in too early or too late or punched out too early or too late).

Here are some steps you should take to ensure timely payment:

- ✓ Timestamp in when you begin work by logging onto the Portal>My Apps>eTime Login
- ✓ Timestamp out when you end work
- ✓ Review your eTime timecard on the last day you work each week
- ✓ Confirm that your manager has approved your timecard as follows:
  - log onto eTime;
  - click on “home” in the upper left hand corner;
  - under “Time Period” select the appropriate date range for the weekly applicable pay period (you can either select previous pay period, current pay period, or even precise dates);
  - click on “My Timecard”; if your manager has approved you will see an information message under “Approvals” stating manager has approved your timecard.
- ✓ Follow-up with your Manager every Monday by noon regarding their approval of your eTime timecard to ensure you are paid in a timely manner
- ✓ Review the Student Employee Pay Information sheet for work week begin date, work week end date, and corresponding pay date.

### **Submission of Accurate Hours Worked**

Student employees should be aware of the following important guidelines:

- ✓ Students may not submit time for two jobs at the same time. For example, a student may not submit hours for research work for a faculty member and additionally submit hours for working as a Resident Safety Representative during the same time period.
- ✓ Students may not submit overlapping hours.

- ✓ Students may not misreport the actual time worked.
- ✓ Students may not submit time using another student's identification.
- ✓ Students may not submit for hours not worked and then make it up another day. For example, student does not work Tuesday but submits 8 hours of work and then works 8 hours on Wednesday and does not punch in.

These are just examples. Please be aware that the submission of inaccurate work hours is a serious offense. *ANY STUDENT FOUND RESPONSIBLE FOR SUBMITTING FRAUDULENT HOURS WILL BE SUBJECT TO DISCIPLINARY ACTION UP TO AND INCLUDING DISMISSAL FROM CURRENT JOB AND ALL FUTURE STUDENT EMPLOYMENT POSITIONS.*

## **PAY SCHEDULE**

Pay information such as work week begin and end dates; manager approval submission dates; and pay days are set forth on the "Student Pay Information Sheet," which is available on the Student Employment web page. All student workers should also receive this Student Pay Information Sheet from their managers before beginning employment.

## **PAYCHECKS**

Students are paid by check payable to the student. All students are encouraged to apply for direct deposit of their earnings to their bank accounts. Applications for direct deposit, including information about opening a bank account, are available at the Payroll Office, which is located behind the Human Resources building on the North Campus. Students may pick up their checks and/or pay stubs at the Payroll Office with a Hofstra ID card or current Driver's License. Note: earnings cannot be applied to any University bill.

## **PROBLEM WITH PAYCHECK**

Students who work and do not receive paychecks or whose paychecks appear incorrect should immediately report this to the Payroll Office at: [payroll@hofstra.edu](mailto:payroll@hofstra.edu) or 516-463-7101.

## APPENDIX

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### FREQUENTLY ASKED QUESTIONS CONCERNING UNDERGRADUATE AND GRADUATE STUDENT EMPLOYMENT

#### *When and where can I look for a job?*

Matriculated students in good standing, enrolled in at least half-time semester hours, may begin their job search once they arrive on campus in the fall. F-1 international students must be lawfully maintaining their immigration status and abiding by the regulations of their status. Student Employment opportunities are listed on the Hofstra website. You may also go directly to any department on-campus to inquire about student employment opportunities.

#### *How do I apply for employment on campus?*

You can review the current student employment opportunities on the Hofstra University Student Employment web page and apply directly to the hiring manager. Your hiring manager must submit a completed Work Permit form to the Office of Student Employment. International students must additionally obtain and submit a U.S. Social Security card to the Office of Student Employment.

#### *How many hours may I work?*

Academic Year weekly maximum hours are as follows: undergraduates and graduates, Federal Work Study-25; international students-20; all may work a MAXIMUM of 30 hours per week during the summer and school breaks. Overtime is PROHIBITED. Most student employees work about 10-15 hours per week. See section entitled “Total Maximum Weekly Hours” on page 14 for more detailed information.

#### *May I have more than one job?*

Students are permitted to work in only one on-campus job at a time.

#### *What documents do I need for student employment?*

Before beginning work as a Hofstra student employee, among other things you must complete the United States Citizenship and Immigration Services Form I-9 to verify your eligibility to work in the US. You will need to show us specific ORIGINAL, UNEXPIRED identification (copies are not permitted), as mandated by the federal government. Acceptable forms of identification are listed at [www.uscis.gov/files/form/i-9.pdf](http://www.uscis.gov/files/form/i-9.pdf).

In addition, if you have not been paid by Hofstra previously you will need to complete payroll tax forms, a W-4 Employee Withholding Allowance Certificate and a New York State Withholding form.

Please Note: An exemption certificate is good for the calendar year. Any employee who claims “Exempt” from withholding is required to complete a new W-4 form by February 16th of each year to continue being exempt for the following year. Otherwise, his/her exemption will become single with 0.

***How do I contact the Office of Student Employment?***

You can reach us at [studentemployment@hofstra.edu](mailto:studentemployment@hofstra.edu), or call us at 463-6782. Our office is located in the Human Resources center on campus and our web page is <http://www.hofstra.edu/studentemployment>.

***How and when am I paid?***

You are paid by check according to the dates set forth on the Student Pay Information Sheet, a current copy of which is available on the Student Employment web page. You can pick up your paycheck at the Payroll Office or sign up for direct deposit.

***Do I need to do anything if I leave a job before the end of the academic year or summer?***

If you leave your position, for whatever reason, before the end of the academic year or summer, you must notify the Office of Student Employment by telephone or email and must include in such notification your last date of work. This notification requirement does not apply to short-term positions, i.e. day- or week-long positions.

***May I return to the same job each year?***

Yes, if you are invited to do so by your employer and if you are a matriculated student in good standing, enrolled in at least half-time semester hours. You do not need a new work permit if you are continuing a job from fall to spring semester, but you do need a new work permit for the summer or the next academic year.

## FREQUENTLY ASKED QUESTIONS CONCERNING FEDERAL WORK-STUDY

### ***How can I get a Federal Work-Study Grant?***

The first step in getting a Federal Work-Study Grant is to apply for financial aid. Filing the FAFSA (Free Application for Federal Student Aid) will establish eligibility for Federal Work-Study as well as other types of Federal financial aid. Be sure to indicate interest in Work-Study where the question is asked. Once the form is processed, you must return required supporting documents to the Office of Student Financial Services. A Financial Aid counselor will review your file to determine your eligibility.

### ***How do I know whether I have been awarded a Federal Work-Study Grant?***

You will receive an award letter from Hofstra University indicating any and all financial aid you have been awarded. If you are eligible for Federal Work-Study, this financial aid award letter will list the dollar amount of the grant. You may also check your portal to see if you were awarded any FWS grant money. Finally, you may contact Student Financial Services by email at: [studentfinancialservices@hofstra.edu](mailto:studentfinancialservices@hofstra.edu); by telephone at: 463-8000; or in person at: 206 Memorial Hall to speak with a counselor.

The dollar amount is the maximum a student may earn for the academic year on the Federal Work-Study Program. Summer Grants are awarded separately upon your request to the Office of Student Financial Services.

Students who do not qualify for Federal Work-Study can still work on campus as a Student Employee.

### ***If I receive a Federal Work-Study Grant, will that amount be deducted from my University bill?***

No. Unlike other forms of financial aid, the amount of your Federal Work-Study Grant relates to ELIGIBILITY ONLY and the amount must be earned through a job. There is no guarantee that you will receive all or even part of this money, nor is there a guarantee that you will obtain a job. The only way you can receive any of the grant is to obtain a Federal Work-Study job. If you do, you are paid directly by check for your actual hours of work, but cannot earn more than the amount of your grant. You decide how the money will be spent.

### ***Is there a Federal Work-Study job for every eligible student?***

Unfortunately, no. Students apply for FWS jobs on a first-come, first-served basis once eligibility has been determined. All FWS job opportunities are posted online under the “Current Jobs” link on our web page at [www.hofstra.edu/studentemployment](http://www.hofstra.edu/studentemployment). Eligible students apply as instructed in the applicable FWS posting. Federal Work-Study funds are awarded to each school by the government, not directly to each student. Once the funds granted to the school for this purpose are earned by students, the government does not award additional funds until the following year.

### ***Do I have to work?***

No, you do not have to work, but working is the only way you have access to the grant money. If you do not work at a Federal Work-Study job during the year you are awarded a grant, you will not earn any part of that grant. If you obtain a Federal Work-Study job at any time during the grant year, you will start



earning the grant amount.

***Must I accept the job offered to me?***

No. You will have an opportunity to consider the jobs available at the time you want to start working. After interviewing with a department manager and receiving a job offer, you decide whether or not to accept the job. If you decide not to accept a job, you may consider other jobs which are available, on a first-come, first-served basis.

***Am I paid to study?***

No. Federal Work-Study jobs are real jobs with real responsibilities. You are paid to work; NOT to study.

***If I don't use all the award money this year, may I use the Federal Work-Study grant I got this year to work next year? If I have a grant this year, will I have one next year?***

No. Federal Work-Study is a form of financial aid and, like other forms of financial aid, may be used only in the year for which it was awarded. You must reapply for this, as well as all other types of aid, each year. There is no guarantee that you will receive a grant each year, as it is part of your total financial aid package and will be influenced by other types of aid you receive (including loans), family income and your non-Federal Work-Study income during the previous year. All of these items are variable and can impact your eligibility.

***May I return to the same job each year?***

Yes, but only if you are invited to do so by your employer and if you are eligible the following year for Federal Work-Study. You must apply for financial aid each year and you must obtain and complete the appropriate paperwork from the Office of Student Employment at the beginning of each year. You do not need new paperwork if you are continuing a job from fall to spring semester, but you do need new paperwork for the summer and the next academic year.

***May I work off-campus with my Federal Work-Study grant?***

Yes, FWS jobs may be on or off-campus. Hofstra University encourages those students eligible for FWS to take advantage of employment offering community service opportunities. These jobs are available both on campus and in the local community. Off-campus FWS jobs may be with federal, state, or local public agencies or private nonprofit organizations and must be in the public interest. Some of our off-campus community service employers have been the Uniondale Public Library, Roosevelt Children's Academy, and the Cradle of Aviation Museum.

## FREQUENTLY ASKED QUESTIONS CONCERNING EMPLOYMENT OF INTERNATIONAL STUDENTS

Employment eligibility for international students is governed by federal law. Hofstra University's Office of International Student Affairs is responsible for verifying the work eligibility of our international students. All questions by international students or managers regarding eligibility and other special requirements relating to employment of the international student should be addressed to that office at (516) 463-6796 or [international@hofstra.edu](mailto:international@hofstra.edu).

### *Is an international student eligible to work in the United States?*

You should not assume that an international student is automatically eligible to work in the United States. Unauthorized employment is a most serious violation and puts your ability to remain in the United States in jeopardy. Students should consult with the Office of International Student Affairs before accepting any employment.

### *What documents should the international student bring to the Office of Student Employment?*

- ✓ Completed Work Permit.
- ✓ Social Security Card (or receipt from the Social Security Administration Office)
- ✓ Unexpired foreign passport
- ✓ Form I-94
- ✓ Form I-20

The Office of Student Employment will then direct the international student to meet with the Payroll department, which will also require presentment of these documents.

### *Meeting with a Payroll representative.*

The Internal Revenue Service has special tax withholding rules that apply to wages paid to international student employees who are nonresidents. The Payroll Specialist will see that all tax related forms are completed accurately and submitted to the correct governmental agency.

**Students who do not have a Social Security Card must apply for one immediately and may not begin working until they do so.**

### ***How does the student apply for a Social Security Card?***

The United States Social Security Administration, a department of the United States government, only issues social security cards to eligible international students who have permission to work and have been offered a job. In order to secure a Social Security card, an international student must be in full compliance with his or her student immigration status. If so, the Office of International Student Affairs will provide an international student with a letter so indicating the compliant status. The Office of Student Employment will provide an international student with a letter of offered employment. The international student must bring both letters—that from the Office of International Student Affairs and that from the Office of Student Employment—to the local Social Security Administration office.

When an international student completes the application process he or she will receive a receipt from the Social Security Administration office. The student must then return to the Hofstra University Office of Student Employment to show this receipt.

### ***When may the international student begin working?***

When the international student returns to the Office of Student Employment with the Receipt from the Social Security Office, he or she will be asked to complete the United States Citizenship and Immigration Services Form I-9, which requires you to present certain original documents regarding your identification. **The student MAY NOT BEGIN WORKING UNTIL S/HE HAS COMPLETED THIS FORM I-9 and presented the necessary documents.** The list of acceptable documents may be found at <http://www.uscis.gov/files/form/i-9.pdf>.

### ***What happens when the student receives his or her Social Security Card?***

Once an international student receives the Social Security card and accompanying number in the mail, s/he must visit the Office of Student Employment.

### ***How often does the student need to meet with Payroll?***

An international student must contact the Payroll Office at the beginning of each new calendar year. At that time, the Payroll Office will advise whether an in-person meeting is required. An international student is also required to contact the Payroll Office any time there is a change or update to his or her immigration status or Form I-20. The Payroll Office may be reached at: [payroll@hofstra.edu](mailto:payroll@hofstra.edu) or 516-463-7101.

### ***How many hours per week may an international student work on campus?***

F-1 international students may work a maximum of 20 hours per week when school is in session and 30 hours per week during summer and intersession.

*May international students work in a Federal Work Study position?*

**No, international students are not eligible for Federal Work Study positions.**

## OTHER OPPORTUNITIES AVAILABLE FOR STUDENTS

### Off-Campus Employment

The Career Center maintains listings of off-campus employment including part-time and summer jobs. The Career Center is located in R. Lowe Hall on south campus, telephone 463-6060.

These off-campus jobs are available to all Hofstra students and represent opportunities in nearby business offices, shopping malls, and restaurants. Positions in other Long Island and New York City locations are also listed.

### Other On-Campus Employment

The Food/Dining Services and Bookstore at Hofstra are independently managed, have their own policies, and do their own hiring. See area managers directly for employment opportunities and hiring requirements.

### Internships

The Career Center also has information regarding internship opportunities. An internship enables students to work in a professional environment directly related to students' career goals. There are a variety of industries that support salaried and unpaid internships. Academic credit may be made available by a department chairperson or professor.

### Involvement on Campus

#### Extracurricular Activities

Hofstra University offers a multitude of positions generally recognized as extracurricular. These positions-- which are part of your overall educational experience at Hofstra -- are not employment positions. Some come with a stipend. Examples of extracurricular activities include pep band, mascots, cheerleading, dramatics, musical performances, bands, choirs, athletics, athletic team student managers, debate teams, etc. Please visit the following website for more information:

<http://www.hofstra.edu/StudentAffairs/>.

#### Resident Assistants, Mentors, Orientation Leaders, Welcome Week Coordinators, Etc.

There are opportunities on campus for students to serve as residence hall assistants, dormitory counselors, or orientation leaders. These positions, which may also offer stipends or housing, offer educational leadership and mentoring opportunities for students and are not employment positions. Please visit the above Student Affairs website for more information.

## STUDENT EMPLOYMENT-QUICK REFERENCE SHEET

- Undergraduate and Graduate students in good standing are eligible to work until date degree is conferred.
- Must be at least half-time in a matriculating program (6 credits for undergraduate students; 4.5 credits for graduate students). Once you graduate, you may no longer work as a student employee.
- International students require additional paperwork and must maintain their immigration status.
- Students may not begin working until: all required employment paperwork is completed, including the federal Form I-9.
- New paperwork—other than payroll forms—is required even for returning hires for each academic year and for the summer.
- Student Pay Information Sheet, listing all deadlines and pay dates, is available online at [www.hofstra.edu/studentemployment](http://www.hofstra.edu/studentemployment).
- FWS employment requires need as determined by Student Financial Services. Department-funded employment does not require financial need.
- Academic Year weekly maximum hours are as follows: undergraduates and graduates, Federal Work Study-25; international students-20; all may work a MAXIMUM of 30 hours per week during the summer and school breaks. Overtime is PROHIBITED.
- Students may hold only one position on campus at a time.

Students who work more than 6 consecutive hours must take an unpaid, uninterrupted meal break as further detailed in the Handbook for Hofstra Student Employees.