

# Fayetteville State University

## Student Employment Guidelines (Non Work-Study)

### I. Creating the recommendation for employment:

- a. Hiring manager ensures department budget funding availability.
- b. Hiring manager completes Recommendation for Temporary Employment form.
- c. Student employee completes state application (PD-107) for employment.

### II. Signatures/approvals:

- a. Hiring manager obtains appropriate signatures for approval of employment of the student, including Department Head, Title III (if applicable), and Budget Department and/or Grants and Contracts. After all signatures and approvals, packet is forwarded to HR for processing.
- b. Student employee cannot begin work prior to approval from HR and completion of orientation. HR will contact hiring manager when the recommendation is approved. Hiring manager will notify student. Student employee must contact HR to schedule an orientation prior to beginning work.

### III. Student employee orientation:

- a. Student employee must attend HR orientation as scheduled.
- b. Student employee must complete appropriate employment forms.
- c. Student employee is oriented on time reporting and payroll process.
- d. HR scans/sends employment documents to Payroll.
- e. After orientation, student employee may begin working.

### IV. Student employee payroll process:

- a. All student employee time sheets must be submitted to HR by the 17<sup>th</sup> of each month. Time sheets should accurately reflect all hours worked during previous pay period (16<sup>th</sup>-15<sup>th</sup>).
- b. HR submits time sheets to Payroll by the 19<sup>th</sup> of each month.
- c. Student employee will receive monthly pay on the 15<sup>th</sup> of the following month.
- d. Student employee's first pay will be in the form of a paper check mailed **from** Central Payroll in Raleigh, NC **to** the Payroll Office at FSU. Paychecks may be picked up from the FSU Payroll Office (Smith Hall 110, 111, and 112) on the 15<sup>th</sup> of the month. ID is required. If the 15<sup>th</sup> is on a weekend or a designated holiday, then payday is moved up to the prior business day.
- e. Each subsequent pay will be made via direct deposit into the student employee's bank account.
- f. If there is a break in employment of thirty (30) days or more, the student employee is required to complete and submit updated W-4, NC-4, and direct deposit forms to HR. The student employee's first check after such a break will be a paper check mailed **from** Central Payroll in Raleigh, NC **to** the FSU Payroll Office. Paychecks may be picked up from the FSU Payroll Office (Smith Hall 110, 111, and 112) on the 15<sup>th</sup> of the month. ID is required. If the 15<sup>th</sup> is on a weekend or a designated holiday, then payday is moved up to the prior business day.

**(NOTE: The University does not have a formal policy on the number of hours students may work. However, HR strongly recommends all full-time students not be permitted to work more than 20 hours in a work week.)**