

**SAMFORD UNIVERSITY**  
**Human Resources Department**  
**Student Employment Extension Form**

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**This form should be used for short-term employment of a graduating Samford student.**

Student Employee's Name: \_\_\_\_\_ SUID: \_\_\_\_\_

Department: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Date to report to work: \_\_\_\_\_ End Date: \_\_\_\_\_

(If assignment will not be complete within 90 days of student's graduation date, contact the Payroll Office.)

Job Description:  Clerical  Other (Explain) \_\_\_\_\_

Pay Rate \$ \_\_\_\_\_ per hour (federal minimum wage is \$7.25 per hour)

BANNER FOAPAL: *Required for form to be processed.*

Index: \_\_\_\_\_ Fund: \_\_\_\_\_ Org: \_\_\_\_\_ Acct: 612000 Prog: \_\_\_\_\_ Actv: \_\_\_\_\_

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- **I will not allow a student to work without seeing their Student Employment Authorization Card.**
- **Student/part-time employees should work no more than 27.50 hours a week.**
- As a supervisor of student employees, I have read the *Student Employment Guidelines*.

Supervisor signature \_\_\_\_\_ Date \_\_\_\_\_

Print Supervisor Name \_\_\_\_\_ SU ID \_\_\_\_\_

Budget Head Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Budget Head Name \_\_\_\_\_ SU ID \_\_\_\_\_

**For Payroll Use Only**

The above named student has been determined to be eligible for employment.

Position \_\_\_\_\_ TCP Setup \_\_\_\_\_ Extension Acknowledgement \_\_\_\_\_

P/R \_\_\_\_\_ Date Processed \_\_\_\_\_

## Student Employment Guidelines - **Supervisors**

### **I. Authorization to Work**

Students may not begin working until they have received work authorization from the Human Resources Department. The hiring supervisor should view a student's work authorization before scheduling them to work.

Authorization to work may only be obtained by completing student employment onboarding requirements through HireTouch and scheduling an appointment with Human Resources to present Federal I-9 identification.

Upon hiring a student, the hiring supervisor should supply the student with Student Employment Onboarding instructions as provided by the Student Employment Coordinator.

### **II. Student Employment Form**

When a student hire is made, a Student Employment Form should be completed by the hiring supervisor and promptly submitted electronically to [studentjobs@samford.edu](mailto:studentjobs@samford.edu).

### **III. International Students**

International students should contact the Global Engagement Office at [geo@samford.edu](mailto:geo@samford.edu) and Denene Lemke at [dlemke@samford.edu](mailto:dlemke@samford.edu) regarding federal regulations for on-campus employment.

### **IV. Student Employee Work Hours**

Student employees should not work more than 20 hours in a week when classes are in session and no more than 27 and a half hours in a week when classes are not in session. If a student employee has more than one job on Samford's payroll, including a FWS Community Service job, they should not work more than the maximum hours allowed per week in total.

### **V. TimeClock Plus (TCP)**

Once all employment paperwork is completed by the student and the supervisor, the student employee will be set up in Banner and TimeClock Plus. Supervisors should instruct student employees how and by which method to use TCP for the respective job. TimeClock Plus instructions are available on the HR website.

Each time a student employee works they should do the following:

- Clock in using TCP each time they start work
- Clock out using TCP each time they stop work
- Approve all time worked through TCP daily if no edits are required
- Add a note for any missed punch or edit needed then notify the supervisor

Student employee and supervisor approval is required in TCP by the payroll deadline which can be found on the Payroll Schedule on the HR website.

### **VI. Federal Work Study**

For students who have been awarded Federal Work Study (FWS) funds, supervisors may monitor balances through the Portal by accessing "Manager of FWS Student Employees View." It is the responsibility of the student employee and supervisor to monitor the award, earnings, and remaining balance to avoid unintentionally exceeding the award amount. If a student exceeds the FWS award, the overage will be charged to the department budget.