

## STUDENT EMPLOYMENT POLICY

**Category:** Human Resources  
**Responsible Office:** Human Resources  
**Responsible Executive:** Vice President for Finance and Administration

**Date Established:**  
**Date Last Revised:** 07/09/2024

### Summary

Student positions are established for the purpose of providing financial support to students while at the same time accomplishing necessary work for the campus.

### Policy

#### POLICY STATEMENT

The University at Buffalo (UB, university) employs students to accomplish necessary work for the campus while at the same time providing them with financial support and opportunities for job experience that may complement their academic credentials.

The Student Employment Eligibility, Hours of Work, and Rates of Pay and Benefits tables specify important considerations and requirements that departments and students must follow.

Student Positions on the State, Research Foundation (RF), and UB Foundation (UBF) Funded Payrolls					
	State and UBF Student Assistant	State TAs and GAs and UBF Grad 12-Month Appointment	State TAs and GAs and UBF Grad 10-Month Appointment	RF Research Aide and Senior Research Aide	RF Research Project Assistant
<b>ELIGIBILITY</b>	An I-9 Form must be verified for all student employees.				
UB student	<p><b>Domestic Undergrad and Grad students</b> must be registered for at least 1 credit</p> <p><b>All International Undergrad and Grad students</b> must be registered for at least 12 credits or be certified full time if registered for less than 12 credits</p>	<p><b>All Domestic Grad students</b> must be in good academic standing and registered for at least 1 credit</p> <p><b>All International Grad students</b> must be registered for 9 credits (6 of which must be via in-person/hybrid delivery) or certified full time if registered for less than 9 credits</p>	<p><b>All Undergrad students</b> must be registered for at least 12 credits</p> <p><b>All Domestic Grad students</b> must be in good academic standing and registered for at least 1 credit.</p> <p><b>All International Grad students</b> must be</p>	<p><b>All Domestic Grad students</b> must be in good academic standing and registered for at least 1 credit</p> <p><b>All International Grad students</b> must be registered for 9 credits or certified full time if registered for less than 9 credits</p>	

			registered full time or certified as the equivalent	
International students must be registered for a minimum number of these credit hours via in-person/hybrid courses. See <a href="#">International Student Services – Online Study Limitations</a> .				
For additional information on the requirements that apply to international students, and for exceptions to these requirements, please see the International Student section below.				
Non-UB Student (i.e., SUNY student attending a State-operated statutory campus or community college)	All students must be registered for 12 or more credits per semester with proof of registration on a semester by semester basis	N/A Non-UB students cannot be appointed to a TA/GA position	All Undergrad students must be registered for at least 12 credits with proof of registration on a semester by semester basis  All Grad students must be registered for 9 credits or certified full time if registered for less than 9 credits with proof of registration on a semester by semester basis	All Grad students must be registered for 9 credits or certified full time if registered for less than 9 credits with proof of registration on a semester by semester basis

**Student Positions on the State, Research Foundation (RF), and UB Foundation (UBF) Funded Payrolls**

	State and UBF Student Assistant	State TAs and GAs and UBF Grad 12-Month Appointment	State TAs and GAs and UBF Grad 10-Month Appointment	RF Research Aide and Senior Research Aide	RF Research Project Assistant (Grad Student)
<b>ELIGIBILITY (cont'd)</b>	An I-9 Form must be verified for all student employees.				
Job must be related to area of study	No	No	No	Yes	Yes
Domestic Students - Employment in a student title beyond graduation	Yes	Yes	May work only to end of semester or 10 pay periods per semester	Yes Spring Grads may work June 1 through end of summer in a student title if employed by same department during the previous full spring semester	
Note – the last day of employment may include the date specified	Spring Grad – until June 15 Summer Grad – until September 1 Fall Grad – until February 1	Spring Grad – until June 15 Summer Grad – until September 1 Fall Grad – until February 1			

International (F-1 and J-1) Students – Employment in a student title beyond graduation  Note – the last day of employment may include the date specified	Spring Grad – until June 1 Summer Grad – until August 31 Fall Grad – until January 1	Spring Grad – until June 1 Summer Grad – until August 31 Fall Grad – until January 1	Spring Grad – until June 1 Summer Grad – until August 31 Fall Grad – until January 1	Spring Grad – until June 1 Summer Grad – until August 31 Fall Grad – until January 1	Spring Grad – until June 1 Summer Grad – until August 31 Fall Grad – until January 1
Eligible to work during the summer if registered for upcoming fall semester	Yes	Yes	Appointment to a Technical Casual or Lecturer Casual title	Yes	Yes

**HOURS OF WORK**

May work up to 20 hours per week while classes are in session  Consult the <a href="#">Time at Work Rules and the Student Employee Maximum Weekly Hours Exception Calendar</a> for maximum hours allowable each week.  Note – for international students (F-1/J-1), “break” is defined as summer or winter session, so long as it is not the final semester of the academic program. Start of the break is the day after exams end for a fall/spring semester. The end of a break is the day before classes begin for the fall/spring semester.	Yes  <b>Domestic students</b> may work up to 20 hours per week (29 if in good academic standing) while classes are in session; and up to 29 hours per week during breaks  <b>International (F-1 and J-1) students</b> may work up to 20 hours per week while classes are in session; and up to 29 hours per week during breaks	Yes  <b>Domestic students</b> may work up to 20 hours per week; they may also work an Additional Commitment up to 20 hours per week with a not-to-exceed total of 40 hours per week, regardless of whether classes are in session  <b>International (F-1 and J-1) students</b> may work up to 20 hours per week while classes are in session; they may also work an Additional Commitment up to 20 hours per week with a not-to-exceed total of 40 hours per week during breaks	Yes  <b>Domestic Undergrad students</b> may work up to 25 hours per week during the academic year if in academic good standing; during the summer break students may work up to 40 hours per week  <b>International (F-1 and J-1) Undergrad and Grad students</b> may work up to 20 hours per week during the academic year, and 40 hours during the summer break	Yes  <b>Domestic students</b> require an Extra Service appointment to work over 20 hours per week up to a maximum of 40 hours while classes are in session  <b>Domestic and International (F-1 and J-1) students</b> may work up to 40 hours per week without an extra service appointment during the summer break
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Required to work during final exams	No	No	No	No
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Time and Attendance Reporting	Entries into Time and Attendance System must be submitted biweekly	Monthly Leave and Attendance Report must be submitted to the department.  Semi-Annual Leave and Attendance Report must be submitted to Human Resources (HR).	RF electronic Time Sheet must be submitted biweekly	RF electronic Time Sheet must be submitted monthly
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Students may hold multiple appointments, however the total number of hours worked each week cannot exceed the maximum allowable.

**Student Positions on the State, Research Foundation (RF), and UB Foundation (UBF) Funded Payrolls**

	<b>State and UBF Student Assistant</b>	<b>State TAs and GAs and UBF Grad 12-Month Appointment</b>	<b>State TAs and GAs and UBF Grad 10-Month Appointment</b>	<b>RF Research Aide and Senior Research Aide</b>	<b>RF Research Project Assistant (Grad Student)</b>
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<b>HOURS OF WORK (cont'd)</b>					
Initial appointment	Maximum 4 years for UB Students  Maximum 1 year appointment for non-UB students; May be reappointed annually	Maximum 1 year; May be reappointed annually for the calendar year	Maximum 1 year; May be reappointed annually for the calendar year	May be appointed as long as eligibility requirements are met	
30 minute meal break required if working more than 6 consecutive hours	Yes	Yes	Yes	Yes	Yes
Required to work during final exams	No	No	No	No	No
<b>RATE OF PAY</b>					
Must be appointed at an hourly rate of pay	Yes	No	No	Yes	No
Must be appointed with an annual salary and paid bi-weekly	No	Yes	Yes	No	Yes
Tuition remission must be included as part of the total compensation	No	No	No	No	Yes
<b>BENEFITS</b>					
Eligible for sick, vacation, personal, or holiday pay	No	Receive 5 sick days per academic year after 10 consecutive pay periods. Receive holiday pay when the holiday falls on a regularly scheduled workday.		No	No for sick, vacation, and personal. Yes for holiday pay.
Eligible for health insurance	No	Yes	Yes	No	Yes, if minimum salary threshold is met and student is appointed for a minimum of one full semester
Eligible for unemployment insurance	No	No	No	No	No
Eligible for Workers' Compensation and Military Leave with Pay	Yes	Yes	Yes	Yes	Yes
Eligible to enroll in the Employee Retirement System	Yes	Yes	Yes	No	No
View <a href="#">RF Graduate Student Employee Benefits</a> for more details.					

Student Positions on the State, Research Foundation (RF), and UB Foundation (UBF) Funded Payrolls					
	State and UBF Student Assistant	State TAs and GAs and UBF Grad 12-Month Appointment	State TAs and GAs and UBF Grad 10-Month Appointment	RF Research Aide and Senior Research Aide	RF Research Project Assistant (Grad Student)
<b>BENEFITS (cont'd)</b>					
Jury Duty Payment if jury duty falls on a regularly scheduled work day; must submit "proof of service"	3 days at a maximum of \$40 per day	Full pay if occurring on a regularly scheduled work day			

### Social Security and Medicare Payroll Taxes

UB students who are employed and registered for six or more credits are not subject to social security and Medicare withholding when regularly attending classes. When not regularly attending classes (i.e., during summer), they are subject to social security and Medicare withholding.

Non-UB students are subject to social security and Medicare withholding.

Non-resident students in F-1 or J-1 status are exempt from social security and Medicare withholding under Treasury Regulation 1.3121 (b) (19).

### International Students

Employment of international students is subject to federal regulations and special restrictions may apply.

Information included in the *Student Positions on the State, RF, and UBF Funded Payrolls* charts applies to international students who are on F-1 or J-1 visas. Departments who wish to employ an international student in a different visa status should consult with Human Resources.

Students on an F-1 or J-1 visa who are registered full time (i.e., carry a minimum of 12 credits) may work on campus. A graduate student on an F-1 or J-1 visa who is registered full-time (i.e., carries a minimum of 9 credits) or certified full time may work on campus as a Graduate Assistant, Teaching Assistant, or Research Project Assistant. A minimum number of these credits must be in-person coursework. Additional details are provided at [International Student Services – Online Study Limitations](#) (login required).

Special certifications (e.g., reduced course load) can be obtained from the Office of International Student Services (ISS) and will also allow a student to be considered full time. Additional details are provided at [International Student Services – Online Study Limitations](#) (login required).

International students on an F-1 or J-1 visa are allowed to work a maximum of 20 hours per week when classes are in session, with additional hours permitted during semester breaks. International students are advised to work 20 hours or less per week during short breaks (i.e., fall and spring breaks) and holidays because of the risk of miscalculating hours worked and exceeding the allowed limit.

International students on an F-1 or J-1 visa with multiple appointments are responsible for ensuring that their total combined hours do not exceed the maximum of 20 hours per week for all university employers.

Exceptions to the 20 hour limit are possible during the summer and semester breaks; refer to the [Time at Work Rules including the Student Employee Maximum Weekly Hours Exceptions Calendar](#).

### **Federal College Work Study Program**

Students participating in the Federal College Work-Study Program:

- Must be a US citizen or a permanent resident
- May work up to 29 hours per week provided they perform necessary work duties, and funds are available to accommodate the hours

The *Student Positions on the State, RF, and UBF Funded Payrolls* chart does not apply to the Federal College Work-Study payroll.

### **University at Buffalo Foundation**

Students paid through the University at Buffalo Foundation (UBF) payroll receive their direction and control from the university, therefore, State rules apply. Two pay codes are used for students paid through UBF Activities: student and graduate student, and within these two pay codes, there are multiple titles.

### **Non-SUNY Student**

A student who attends high school or a private college may not hold a student appointment.

## **BACKGROUND**

The university supports the employment of students and realizes the benefits of accomplishing necessary campus work. Students have the opportunity to gain valuable work experience, explore career options, obtain transferrable skills, work with faculty and staff who understand student life, and earn financial support to cover the cost of their education.

## **APPLICABILITY**

This policy applies to all students employed by the University at Buffalo, the Research Foundation, and the University at Buffalo Foundation.

This policy does not apply to:

- Students receiving stipends or on fellowship appointments related to their academic programs; these individuals are not required to render services and are not considered employees
- Students participating in the Federal College Work-Study program

## DEFINITIONS

### Academic Good Standing

A student making acceptable progress toward a degree and eligible to register for and pursue academic coursework at the university for the current semester.

### Certified Full Time

A graduate student who is certified by the Graduate School to be carrying a full-time academic load, though they are *registered* for less than the university's defined full-time academic load (12 credits). To receive certified full-time status, a graduate student must show they are fully engaged in a UB graduate program and are making fulltime progress toward completing their intended graduate degree.

### Domestic Student

A student who is a citizen or a permanent resident of the United States, or holds Refugee, Asylee, or Jay Treaty status.

### Full-time Student

An undergraduate student registered for at least 12 credits.

A graduate student registered for at least 12 credits or appointed to a Teaching Assistant/Graduate Assistant (TA/GA) or Research Project Assistant (RPA) assistantship and registered for at least 9 credits, or who has full time certification for the given term of employment.

There are a few exceptions for international (F-1/J-1 visa) students that are allowed only if approved by a Designated School Official or (Alternate) Responsible Officer in International Student Services. These exceptions include reduced course load due to medical condition, academic difficulty, or final semester.

### International Student

A student who is not a citizen or permanent resident of the United States. International students will need a visa to study in the United States and have appropriate work authorization to be employed as a student. The details in this policy apply to international students who are on an F-1 or J-1 visa.

## RESPONSIBILITY

### Departments

- Consult salary schedules for the appropriate pay range for student employees.
  - Consider the level of difficulty of work performed when determining rate of pay.
- Post all student employment positions on Bullseye powered by Handshake; include a pay range.
- Verify that both UB and non-UB students are registered each semester. For non-UB students, a copy of the registration from another SUNY institution must be obtained.
- Ensure that duties being performed by students hired on the RF payroll are related to their area of study.
- Notify HR if you become aware that a student employee is no longer registered for classes.
- Prior to the effective date of the appointment, prepare and submit the appropriate appointment transaction form to request and authorize the appointment of a student to the payroll.

- For international graduate students, if less than 9 credits, verify Certification of Full-Time status with the Graduate School, first and then submit the transaction request form to HR.
- Obtain verification of a student's academic good standing prior to allowing the student to work more than 20 hours per week. Obtain the verification each semester and retain in the department file.
- Review and approve requests for time off including time off during academic breaks.
  - Student employees should not lose their position for reasonable absences.
- Ensure that students who are paid hourly record only the actual hours worked on the day worked in the on-line Time and Attendance System. It is illegal to falsify a timesheet.
- Submit time through the on-line Time and Attendance System prior to the submission deadline to ensure that the student is paid promptly.

### **Students**

- Domestic undergraduate students must obtain a certificate of academic good standing from the appropriate advising unit if choosing to work more than 20 hours per week during the academic year; this is not possible for international F-1/J-1 students.
- Apply for student employment positions on Bullseye powered by Handshake.
- Students with multiple appointments must be certain that their total combined hours do not exceed the maximum and that hours do not conflict between departments.
- Record only the actual hours worked on the day worked on hourly time sheets. It is illegal to falsify a timesheet.
- In the event of illness or other absence, notify your supervisor as soon as possible each day.
- Obtain a social security number if you do not already possess one.
- For TA's only, submit monthly and semi-annual leave and attendance reports in a timely manner.
- Submit hourly timesheets to your supervisor promptly to avoid a delay in payment.
- Notify your supervisor if you are no longer registered for classes.

### **Human Resources**

- Verify that students are registered, including student enrollment in the upcoming fall semester.
- Process appointment paperwork, review I-9 and required documentation in accordance with UB and RF policy and federal and state regulations.
- Process hourly wage payroll vouchers.

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## Contact Information

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Contact	Phone	Website
Human Resources	716-645-7777	<a href="http://www.hr.buffalo.edu">www.hr.buffalo.edu</a>
International Employment Unit	716-645-7777	<a href="http://www.buffalo.edu/administrative-services/for-faculty-staff/international-emps-students.international-students.html">http://www.buffalo.edu/administrative-services/for-faculty-staff/international-emps-students.international-students.html</a>
The Graduate School	716-645-2939	<a href="http://grad.buffalo.edu/">http://grad.buffalo.edu/</a>
International Student Services	716-645-2258	<a href="https://www.buffalo.edu/international-student-services.html">https://www.buffalo.edu/international-student-services.html</a>
Career Design Center	716-645-2231	<a href="http://buffalo.edu/career">buffalo.edu/career</a>
UB Foundation	716-645-3013	<a href="mailto:ubfhr@buffalo.edu">ubfhr@buffalo.edu</a>

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## Related Information

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### University Links:

[Bullseye powered by Handshake](https://www.buffalo.edu/career/bullseye.on-campus-employer-account.html)

<https://www.buffalo.edu/career/bullseye.on-campus-employer-account.html>

Career Design Center

<http://www.buffalo.edu/career.html>

Child Protection Policy

<http://www.buffalo.edu/administrative-services/policy1/ub-policy-lib/child-protection.html>

[Graduate Student Tuition on Research Awards Policy](https://www.buffalo.edu/administrative-services/policy1/ub-policy-lib/graduate-student-tuition-research-awards.html)

<https://www.buffalo.edu/administrative-services/policy1/ub-policy-lib/graduate-student-tuition-research-awards.html>

Human Resources

<http://www.buffalo.edu/administrative-services/about-us/leadership-and-organization/admin-svcs-units/human-resources.html>

Human Resources – College Work-Study

<http://www.buffalo.edu/administrative-services/college-work-study.html>

Human Resources – International Services

<http://www.buffalo.edu/administrative-services/about-us/leadership-and-organization/admin-svcs-units/human-resources/international-svcs.html>

[International Student Services – On Line Study Limitations \(Login required\)](https://www.buffalo.edu/content/www/international-student-services/admin-pw/online-study-limitations.html)

<https://www.buffalo.edu/content/www/international-student-services/admin-pw/online-study-limitations.html>

Managing My Time – Research Foundation

<https://www.buffalo.edu/administrative-services/for-faculty-staff/time-attendance.research-foundation.html#research>

Managing Time – State

<https://www.buffalo.edu/administrative-services/for-faculty-staff/time-attendance.html#state>

Recruitment Policy

<http://www.buffalo.edu/administrative-services/policy1/ub-policy-lib/recruitment.html>

[Research Foundation Graduate Student Employee Benefits](#)

Research Foundation Payroll Calendars  
[Payroll Calendars - Administrative Services Gateway - University at Buffalo](#)

State Time and Attendance System (Login Required)  
[www.suny.edu/hrportal](http://www.suny.edu/hrportal)

Student Assistants (including Time at Work Rules and payroll calendars)  
<http://www.buffalo.edu/administrative-services/for-faculty-staff/time-attendance/state/student-assistants.html>

Taxes for International Students, Scholars, and Guests  
<https://www.buffalo.edu/administrative-services/for-faculty-staff/international-emps-students.html>

The Graduate School  
<https://www.buffalo.edu/grad.html>

**Forms:**

Time Sheet (Monthly) for State Graduate and Teaching Assistants (GSEU)  
<http://www.buffalo.edu/administrative-services/forms-catalog/hr/timesheet-state-gseu-monthly.html>

Time Sheet (Semi-annual) for State Graduate Student Employees  
<http://www.buffalo.edu/administrative-services/forms-catalog/hr/time-sheet--semiannual--for-state-graduate-student-employees.html>

**Related Links:**

National Student Clearinghouse  
[Home - National Student Clearinghouse](#)

Research Foundation Student Titles Policy  
[Student Titles Policy \(rfsuny.org\)](#)

State University of New York Student Assistant Positions Procedure (Document 8300)  
[http://www.suny.edu/sunypp/documents.cfm?doc\\_id=768](http://www.suny.edu/sunypp/documents.cfm?doc_id=768)

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## Revision History

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- July 2024 Full review. Updated the:
- Eligibility chart to specify that all international graduate students must be registered for 9 credits or certified full time if registered for less than 9 credits
  - Definition of Certified Full Time and Full Time Student
  - Responsibility for Departments to:
    - Post all student employment positions on Bullseye powered by Handshake; include a pay range
    - Verify certification of full-time status for international graduate students with the Graduate School prior to submitting the transaction form to HR
  - Responsibility for Students to Apply for student employment positions on Bullseye powered by Handshake
- February 2022 Updated the Eligibility chart to clarify that:
- UB international grad students appointed to a State or UBF Student Assistant position must be registered for 12 credits per semester or certified full time if registered for less than 12 credits
  - All Non-UB students appointed to a State or UBF Student Assistant position must be registered for 12 or more credits per semester with proof of registration on a semester by semester basis
  - Non-UB students may not be appointed to a State or UBF TA or GA position

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## Presidential Approval

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Satish K. Tripathi, President

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Date