

STUDENT EMPLOYMENT POLICY

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

Date Established:
Date Last Revised: 11/29/17

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 number of hours that students may work per week depends on the funding source and whether classes are in session. Work hour limitations are specified in the chart below. For the maximum work hours allowable each week, consult the *Student Employee Maximum Weekly Hours Exceptions Calendar*.

The chart below identifies criteria that pertain to student employment.

Criteria for Student Positions on the State, Research Foundation (RF), and UB Foundation (UBF) 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)
ELIGIBILITY	An I-9 Form must be verified for all student employees.				
Must be a SUNY student (includes State-operated and statutory campuses and community colleges)	Yes Domestic Undergrad and Grad students must be registered for at least 1 credit hour International Undergrad students must be registered for at least 12 credit hours International Grad students must be registered for	Yes All Grad students must be registered for 9 credit hours and concurrently holding an assistantship, or certified full time		Yes All Undergrad students must be registered for at least 12 credit hours All Grad students must be registered for 12 credit hours, or 9 credit hours and concurrently holding an assistantship, or certified full time	Yes All Grad students must be registered for 12 credit hours, or 9 credit hours and concurrently holding an assistantship, or certified full time

	9 credit hours and concurrently holding an assistantship, or certified full time				
Must be a UB Student	No	Yes Must be a UB Grad student registered for 9 credit hours and concurrently holding an assistantship, or certified full time	No	No	No
Criteria for Student Positions on the State, Research Foundation (RF), and UB Foundation (UBF) 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)
ELIGIBILITY (cont'd)	An I-9 Form must be verified for all student employees.				
Job must be related to area of study	No	No	No	Yes	Yes
Employment in a student title beyond graduation: Spring Grad – until 6/15 Summer Grad – until 9/1 Fall Grad – until 2/1	Yes	Yes	May work only to end of semester or 10 pay periods per semester	Yes Spring Grads may work 6/1 through end of summer in a student title if employed by same department during the previous full spring semester	
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	Yes Domestic students may work up to 20 hours per week (29 if in good academic standing) while classes are in session; and k up to 29 hours per week during breaks International students may work up to 20 hours per week while classes are in session;	Yes Domestic students 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 International students 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 Domestic Undergrad students 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 All International Undergrad and Grad students may work up to 20 hours per week during the academic year, and	Yes Domestic students require an Extra Service appointment to work over 20 hours per week up to a maximum of 40 hours while classes are in session Domestic and International students may work up to 40 hours per week without an extra service appointment during the summer break	

	and up to 29 hours per week during breaks		40 hours during the summer break	
Required to work during final exams	No	No	No	No
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
Students may hold multiple appointments, however the total number of hours worked each week cannot exceed the maximum allowable.				

Criteria for Student Positions on the State, Research Foundation (RF), and UB Foundation (UBF) 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)
HOURS OF WORK (cont'd)					
Maximum initial appointment of 2 years; may be reappointed for an additional 2 years	Yes	No	No	N/A May be appointed as long as eligibility requirements are met	
Maximum initial appointment of 1 year; may be reappointed annually	No	Yes Calendar year	Yes Academic year	N/A 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
RATE OF PAY Hiring units should consult salary schedules for the appropriate pay range, and consider level of difficulty of work performed when determining rate of pay.					
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
BENEFITS					
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 work day.		No	No for sick, vacation, and personal. Yes for holiday pay.
Arrangements for time off must be requested and approved within the employing unit, including time off during academic break periods.					
A student employee must notify his/her supervisor as soon as possible for each unapproved absence. Student employees should not lose their position for reasonable absences.					

Eligible for health insurance	No	Yes	Yes	No	Yes, if minimum salary threshold is met
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

Criteria for Student Positions on the State, Research Foundation (RF), and UB Foundation (UBF) 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)
BENEFITS (cont'd)					
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			
Withholding of Social Security and Medicare payroll taxes	<p style="text-align: center;">UB students who are employed and registered for 6 or more credit hours are not subject to Social Security and Medicare withholding when regularly attending classes. When not regularly attending classes (i.e., during summer vacation), they are subject to Social Security and Medicare withholding.</p> <p style="text-align: center;">Non-UB students are subject to Social Security and Medicare withholding.</p> <p style="text-align: center;">Nonresident students in F-1 or J-1 status are exempt from Social Security and Medicare withholding under Treasury Regulation 1.3121 (b) (19).</p>				

International Students

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

Students on F-1 or J-1 visas who are registered full time (for undergraduate students, a minimum of 12 credit hours; for graduate students, a minimum of 9 credit hours and concurrently holding an assistantship, or certified full time) may work on campus without special work authorization from the Office of International Student and Scholar Services (ISSS) or U.S. Citizenship and Immigration Services.

International students 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 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 *Student Employee Maximum Weekly Hours Exceptions Calendar*.

Questions relating to the employment of international students, tax withholding, and applying for a social security number should be directed to the International Employment Unit of Human Resources (HR).

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 12 hours per week while classes are in session
- may work up to 29 hours per week during breaks and holidays provided they perform necessary work duties, and funds are available to accommodate the hours.

The *Criteria for Student Positions on the State and RF Payrolls* chart does not apply to the Federal College Work Study payroll. The *State Student Assistant and Federal Work Study Payroll Calendar* and other information pertaining to the Federal College Work Study Program may be found on the HR website.

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 UBFA: student and graduate student, and within these two pay codes, there are multiple titles. The Procedures outlined for the employment of students on the state payroll apply to students who receive payment through UBFA.

Non-SUNY Student Employees

Non-SUNY (i.e. private colleges and high school) students are eligible to work as regular, hourly employees in accordance with the university's *Recruitment Policy*. Individuals under the age of eighteen years are eligible to work as a regular, hourly employee in accordance with the university's *Recruitment Policy* provided they have working papers. Individuals under the age of seventeen years must also be hired in accordance with the university's *Child Protection Policy*.

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 those on fellowship appointments related to their academic programs; these individuals are not required to render services and are not considered employees.

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 registered for less than 9 credit hours must obtain approval from The Graduate School to be certified full-time. The graduate student must also be fully engaged in a UB program in ways recognized by the university as related to progress toward competence in the field of the intended 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

Undergraduate students registered for 12 credit hours or more and graduate students registered for 9 credit hours and concurrently holding an assistantship, or less with full time certification.

- There are a few exceptions for international students that are allowed only if approved by a Designated School Official or (Alternate) Responsible Officer in International Student and Scholar 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 a permanent resident of the United States. International students usually need an F-1 or J-1 visa to study in the United States.

RESPONSIBILITY**Departments**

- 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 should 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.
- Prepare the appropriate appointment transaction form to request and authorize the appointment of a student to the payroll. Submit in a timely manner. For graduate students, if less than 9 credit hours, attach a copy of the approval letter from the Graduate School to the ePTF and submit 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.
- 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

- Undergraduate students should 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.
- 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.

Contact Information

Human Resources
120 Crofts Hall
Buffalo, NY 14260-4429
Website: www.hr.buffalo.edu
Phone: 716-645-7777

International Employment Unit
120 Crofts Hall
Buffalo, NY 14260-1604
Phone: 716-645-7777
Fax: 716-645-3830

The Graduate School
408 Capen Hall
Buffalo, NY 14260-1608
Website: <http://grad.buffalo.edu/>
Phone: 716-645-2939

Related Information

University Documents:

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

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

Human Resources – International Services

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

Human Resources – College Work-Study

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

State Time and Attendance System

www.suny.edu/hrportal

Recruitment Policy

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

Research Foundation Payroll Due Dates for Hourly Personnel:

<http://www.buffalo.edu/content/dam/www/administrative-services/pdf-docs/HR/Payroll/PayrollCalendars/2017-2018/RF/RF%202017-18%20Hourly%20Payroll%20Calendar.pdf>

Research Foundation Payroll Due Dates for Biweekly Salaried Personnel:

<http://www.buffalo.edu/content/dam/www/administrative-services/pdf-docs/HR/Payroll/PayrollCalendars/2017-2018/RF/RF%202017-18%20Biweekly%20Payroll%20Calendar.pdf>

College Work-Study Student Payroll Calendar

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

State Student Assistant Salary Guidelines:

http://hr.buffalo.edu/index.php?module=pagemaster&PAGE_user_op=view_page&PAGE_id=405&MMN_position=552:440

Student Assistants

http://www.buffalo.edu/administrative-services/for-faculty-staff/time-attendance/state/student-assistants.html#title_7

University Life and Services, Career Services

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

Student Assistant Maximum Weekly Hours Exceptions

http://www.buffalo.edu/administrative-services/for-faculty-staff/time-attendance/state/student-assistants.html#title_7

Forms:

Time Sheet (Monthly) for State Graduate and Teaching Assistants (GSEU)

<http://www.buffalo.edu/administrative-services/forms-catalog/hr/timesheet-monthly-for-research-foundation-graduate-students.html>

Time Sheet (Biweekly) for Hourly Research Foundation Employees

<http://www.buffalo.edu/administrative-services/forms-catalog/hr/timesheet-for-hourly-research-foundation-employees.html>

Time Sheet (Monthly) for Research Foundation Graduate Students

<http://www.buffalo.edu/administrative-services/forms-catalog/hr/timesheet-monthly-for-research-foundation-graduate-students.html>

Related Links:

Revision History

November 2017 - Full revision to reflect current regulations and requirements.

Presidential Approval

Satish K. Tripathi, President

Date