1. What is minimum wage?
   Minimum wage is set at $7.25 per hour.

2. Under what conditions can I pay a student a lump sum/salaried amount?
   A student can only be paid a lump sum or salaried amount if the student is performing a project-based job or completed a one-time service. All other positions must be paid out at an hourly rate. For example, if a student is playing the piano at a reception, you can pay the student a lump sum for the one-time service you received. If a student is creating a brochure for your office, you can pay that student a lump sum upon completion of the brochure.

3. Can a student have a non-work study and Federal Work study job at the same time?
   Yes, a student can have a position on campus that uses their federal work study funds and also have a position on campus that does not use federal work study funds. Keep in mind that this means that students can only have one federal work study position at a time. If a student decides to use their federal work study with a different department, that student must inform their current supervisor before starting the new federal work study position.

4. How many hours may a student work per week?
   International students may not work more than 20 hours per week during the academic school year and may not work more than 40 hours per week during periods of non-enrollment (winter and summer break). Federal work study students cannot be paid for overtime (hours over 40 hours per week). It is discouraged for all student employees to work more than 20 hours per week to ensure proper academic progress.

5. Where do I access the forms I need to hire a student?
   The Student Employment Approval Form (SEAF) is available for pick-up or delivery from the Career Center (2nd Floor of the Lightsey Building). The I-9 and W-4 are available on the Career Center’s website under the Student Employment Forms link. The I-9 and W-4 are both required when hiring a student that has never worked on campus before but it not required if they have held an on-campus position before.

6. Does a student have to be enrolled during the summer to work?
   No. Students do not have to be enrolled during summer sessions to work on campus during the summer, however, students must be enrolled for the following fall semester at the time of hire.

7. Is there a minimum amount of hours a student must be enrolled in order to work on campus?
   Yes. A student must be enrolled in at least 1 credit hour in order to be hired as a student employee on campus.

8. What do I do when a student graduates and I want to continue their employment?
   Once a student graduates, they are no longer eligible to be a student employee. Therefore, you must contact Human Resources to initiate a temporary job assignment for the graduating student. It is in your best interest to plan ahead when you want to initiate such a process with Human Resources, as the student will immediately be terminated upon graduation.
9. **Who is responsible for tracking students’ earnings?**
   It is the responsibility of the **employer/supervisor** to track a student’s earnings. This is especially important for departments that have federal work study student employees because once the federal work study funds are exhausted, the department will be responsible for 100% of the student employee’s earnings.

10. **How do I know when a student employee has exhausted their federal work study (FWS) funds?**
    As the supervisor, you will be tracking the earnings for your student employees, so you will know before the student has earned the entire amount of their award. You will also receive an emailed notification when a student is being switched over from FWS to non-work study.

11. **How do I know if a potential employee has Federal Work Study (FWS)?**
    Each student that has federal work study is encouraged to request a Federal Work Study Verification form to use when searching for on-campus employment via the Career Center’s website. This form will be signed by the student employment coordinator and have the student’s information including the amount of the student’s award and the effective dates the student can use the award. Students that have FWS that are interested in using their award with your department should present this form as verification that they have received federal work study.