NAVIGATING YOUR STUDENT EMPLOYMENT JOURNEY

A definitive guide to your workplace rights, responsibilities, and resources at the University.



Texas Wesleyan UNIVERSITY

The Three Pillars of Campus Employment



Financial & Academic Assistance

Provide meaningful financial or course credit assistance to help students further their education.

Professional Development

Deliver real workplace experience that enhances educational programs by building professional skills, self-confidence, and career-ready habits.

Campus Integration

Increase interaction with department staff and customers to facilitate a smoother adjustment to university life and operations.

Employment Tracks Matrix

	Federal Work-Study	Student Assistant
Funding Source	Federal program administered via the Department of Education.	100% funded by the University.
Financial Need	Need-based; requires eligibility for Title IV Programs.	Non-need based (for those who do not apply for aid, apply late, or do not have financial need).
Application & International Rules	Must be eligible to apply for FAFSA.	All international students fall into this category.
Enrollment Requirement	Active enrollment of 6 or more credits. Must provide the supervisor with an award acceptance letter.	Active enrollment during the Academic Year.

The Enrollment Engine

Summer Term Block

Summer enrollment is not strictly required to work, but students must be enrolled for the upcoming Fall Academic Year to remain in the program.



Academic Year Block

Student Assistants must be actively enrolled during the standard Academic Year.

The Tax-Exempt Status Rule

If a student is not enrolled in courses during the summer, they lose their Tax-Exempt status. Students must proactively inform supervisors if they are not enrolled in summer courses.

The Onboarding Timeline



Background Investigations

The University conducts credit, reference, and criminal history checks (fully FCRA compliant).

Students must be in good standing (conduct and academic integrity).

Day 1 (First Shift)

Employees must provide the necessary identification and information to complete the Employment Eligibility Verification Form (I-9).

Day 3 (The Hard Deadline)

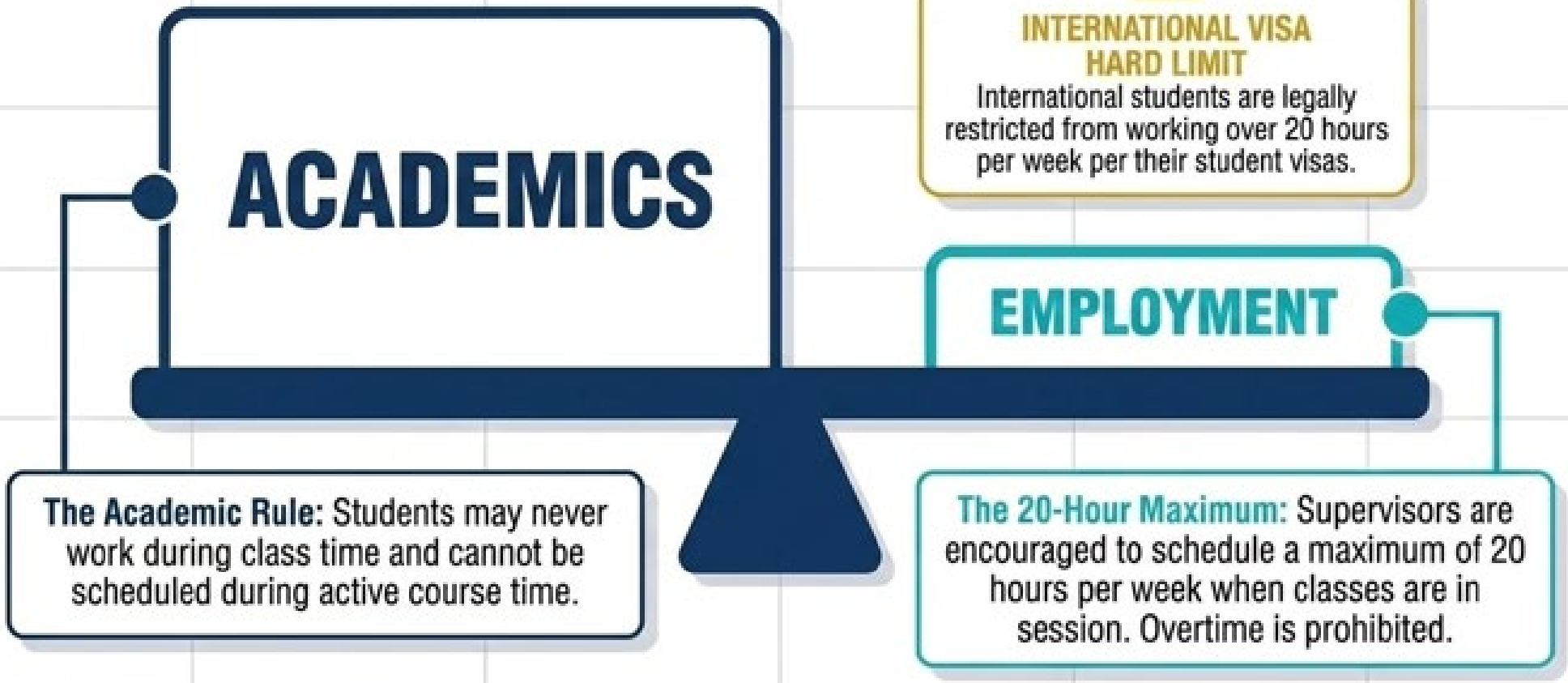
I-9 completion is federally mandated.

Failure to provide required I-9 information by the third day automatically results in the withdrawal of the offer of employment.

Pre-Employment Compliance Checkpoints

1		**Background Investigation (FCRA Compliant)** **Deadline:** Must be fully approved BEFORE starting work. **Note:** Conduct records and academic integrity are subject to HR review.
2		**Form I-9 (Employment Eligibility)** **Deadline:** Must provide docs by Day 1. Strictly enforced by Day 3. **Penalty:** Offer automatically withdrawn on Day 3 if incomplete. **Exception Note:** International students can start with I-9 docs but have a strict two-month window to attain their Social Security Number.
3		**Form W-4** **Purpose:** Required immediately to ensure correct federal income tax withholding.

ACADEMICS ALWAYS TAKE PRIORITY



INTERNATIONAL VISA HARD LIMIT
International students are legally restricted from working over 20 hours per week per their student visas.

The Academic Rule: Students may never work during class time and cannot be scheduled during active course time.

The 20-Hour Maximum: Supervisors are encouraged to schedule a maximum of 20 hours per week when classes are in session. Overtime is prohibited.

Student Employment Hours & Exceptions

Multiple Roles
Students cannot hold more than two concurrent positions. Requires approved exemption from HR and Financial Aid.

International Students
Strictly capped at 20 hours maximum due to visa regulations. Zero exceptions.



The 29-Hour Exception
Occasional spikes up to 29 hours allowed. Requires written request to HR exactly two weeks prior. Approved case-by-case.

Class Schedule Conflict
Students are strictly prohibited from working during scheduled classes.
Note: Even if a class is canceled on a specific day, they cannot work during that block.

NAVIGATING SCHEDULE ADJUSTMENTS AND BREAKS

If Illness Occurs	**Then:** Notify supervisor as soon as reasonably possible before the start of the scheduled shift.
If Anticipating an Absence	**Then:** Notify supervisor in advance to negotiate schedule.
If Needing a Break	**Then:** Get advance approval from supervisor. Before taking the break, notify a department colleague to ensure workstation coverage.

Warning: Excessive absences, tardiness, leaving early, long breaks, or 3 consecutive days of absence without notification may result in disciplinary action.

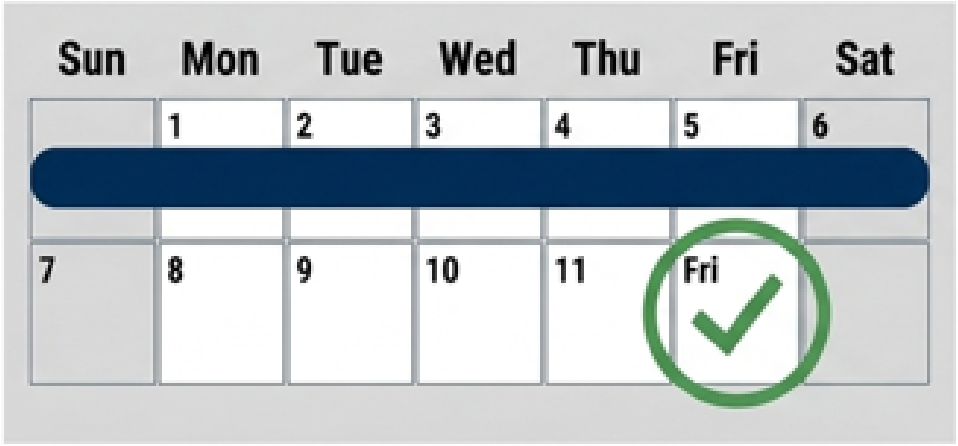
Observed Holidays (Unpaid)

New Year's Day	Independence Day
MLK Jr. Day	Labor Day
Spring Break	Fall Break
Easter Break Day	Thanksgiving Day
Good Friday	Christmas Day
Memorial Day	Winter Break

Note: No work is permitted on these days without prior HR approval.

The Compensation Cycle

The Pay Cycle



Pay periods run Sunday through Saturday. Students are paid bi-weekly. Payday lands on the second Friday following the end of the payroll period (or earlier if the University is closed).

The Timesheet

Students are responsible for completing and submitting electronic timesheets via Self-Service by the departmental due date.

The Direct Deposit Pathway

All employees are strongly encouraged to use direct deposit.

Self-Service → Employee Tab → Banking Information Tab

Texas Wesleyan University

THE BLUEPRINT OF PROFESSIONALISM

THE SEEN
(PUBLIC REPRESENTATION)



Dress neatly and in good taste based on department duties. You are a representative of the University to the public and potential future employers.

STRICT PROHIBITION: FLIP-FLOPS ARE UNIVERSALLY PROHIBITED IN ALL POSITIONS.

THE UNSEEN
(CONFIDENTIALITY)



Maintain strict confidentiality regarding all records (including academic) and workplace conversations in accordance with civil laws and institutional policies.

Code of Conduct - The Four Pillars

Safety & Order

- No weapons, firearms, or explosives.
- Complete ban on alcohol and illegal drugs on property.
- No smoking or tobacco use.
- No fighting, threats of violence, or reckless behavior causing potential injury.

Integrity & Ethics

- No falsification of of records (including timesheets).
- No sleeping during working hours.
- No conducting outside business for personal gain or conflict of interest.
- Mandatory cooperation in University investigations.

Respect & Professionalism

- No insubordination or disrespect toward supervisors.
- No interfering with the duties of other employees.
- No indecent behavior, sexual harassment, or discrimination based on protected statuses.

Property & Assets

- No stealing or misappropriation of funds.
- No abusing equipment or unauthorized personal use of assets.
- No using positions to gain unauthorized access/keys to secure locations.
- No inappropriate use of email or internet.

MAINTAINING A SAFE AND SECURE CAMPUS

TOBACCO-FREE CAMPUS

Prohibition of all tobacco products (cigarettes, cigars, smokeless, electronic) by all persons on all University properties.

ILLEGAL DRUGS

Use, possession, sale, or distribution on or off campus leads to disciplinary/criminal action. Working under the influence is strictly prohibited.

ALCOHOL RESTRICTIONS

Prohibited on campus (excuses for irresponsible behavior due to alcohol are never accepted). Exceptions strictly limited to President's Suite, Trustee Conference Room, and West Library East Room.

WEAPONS

Unauthorized firearms, explosives, and lethal/hazardous materials are strictly forbidden.

Behavioral Standards & Intervention Escalation

Professionalism

Punctuality, no excessive tardiness (3 days no-call = term), appropriate dress (no flip-flops), no sleeping on duty.

Integrity

Absolute honesty. No falsification of timesheets, no unauthorized disclosure of confidential data, no misappropriation of funds.

Respect

No insubordination, no interference with others' work, no discriminatory behavior or harassment.

Safety

No weapons, explosives, violence, or reporting under the influence. Complete adherence to safety protocols.

Intervention Escalation

Step 1: Verbal Coaching

Step 2: Written Warning (Mandatory copy sent to HR)

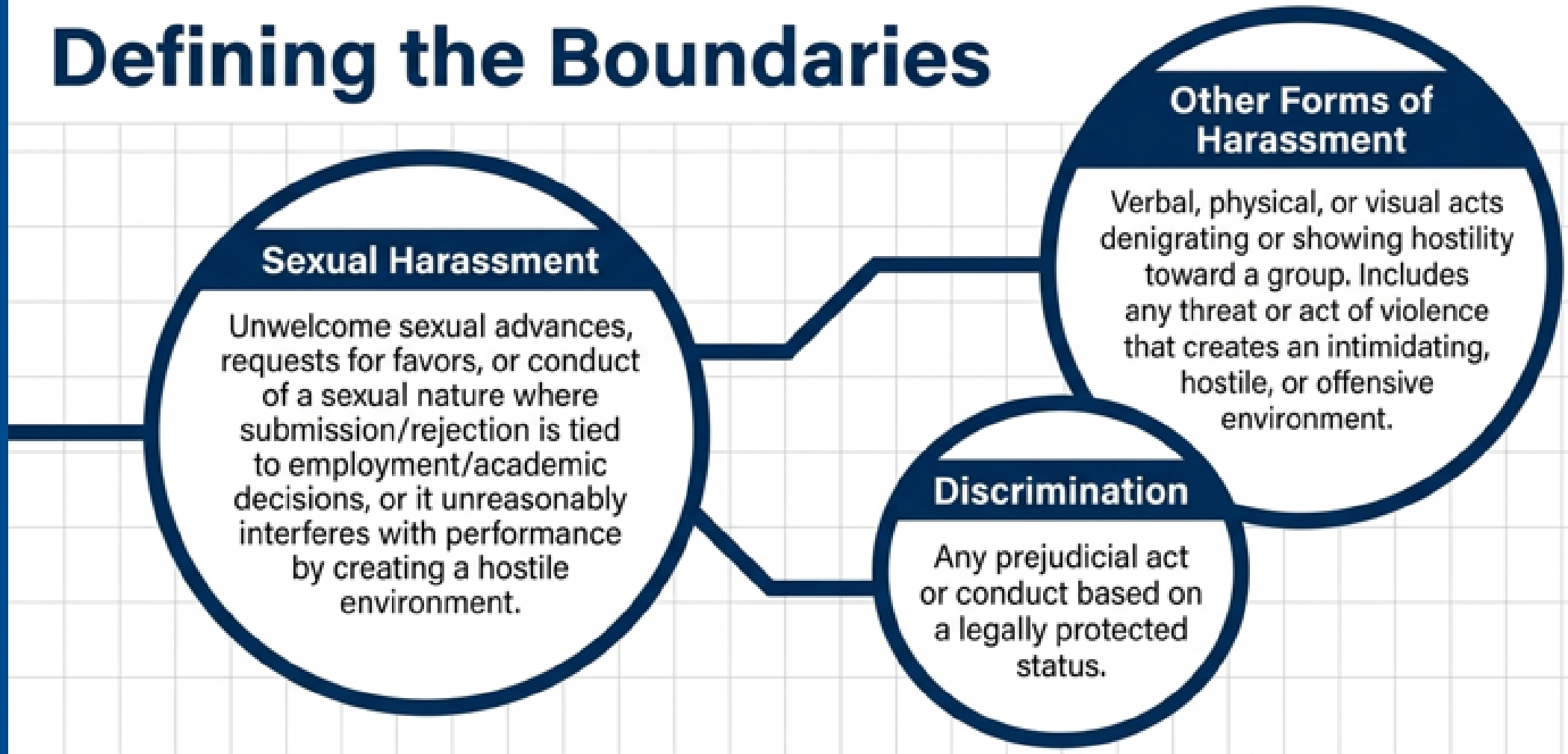
Step 3: Involuntary Termination

The Safe Environment Umbrella



Core Guarantee: The University is committed to an environment free from harassment or discrimination. Words or actions must not be reasonably perceived as sexually coercive, abusive, exploitive, or interfering with study/work. Retaliation against anyone bringing a charge is strictly forbidden.

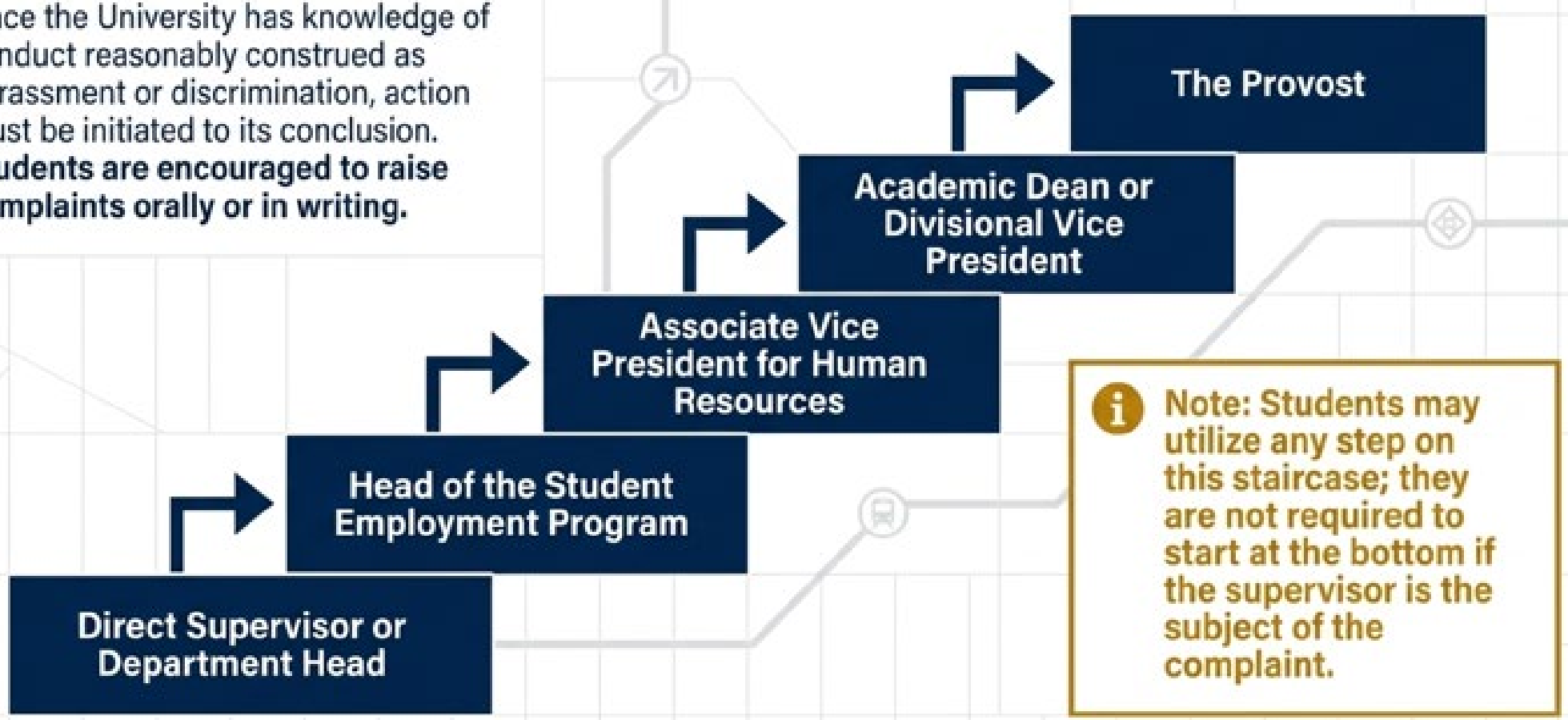
Defining the Boundaries



Protected Statuses: Protection is based on race, color, national origin, ethnicity, gender, age, religion, disability, sexual orientation, or other legally-protected status.

Reporting & Campus Safety

Once the University has knowledge of conduct reasonably construed as harassment or discrimination, action must be initiated to its conclusion. **Students are encouraged to raise complaints orally or in writing.**



Note: Students may utilize any step on this staircase; they are not required to start at the bottom if the supervisor is the subject of the complaint.

Texas Wesleyan UNIVERSITY

OFFBOARDING

OFFBOARDING

Voluntary Resignation

Action: Student provides written notice to supervisor.

Requirement: Supervisor must send a copy to HR immediately.

Involuntary Termination

Action: Document all prior warnings and events leading to the decision.

Requirement: MUST consult HR and Associate VP of Human Resources BEFORE notifying the student.

End of Academic Year Reset

Action: System-wide termination of all student employees at the end of the academic year.

Requirement: To retain a student, supervisors must submit a Request for Rehire form (at the end of Spring for Summer retention, or end of Summer for Fall retention).

The Step-by-Step Guide to the Student Employment Program (SEP)

This guide outlines the lifecycle of student employment, from recruitment to management, emphasizing commitment to professional development and adherence to regulations.

Phase 1: Recruitment and Selection

1. Verify Funding and Post Position



Confirm department budget and choose between Student Assistant or Federal Work-Study (FWS) funding.

2. Interview and Candidate Selection



Conduct interviews and update applicant statuses within the PeopleAdmin workflow system.

3. Submit Hiring Proposal



Submit the successful candidate's proposal to HR for pre-employment processing and system entry.

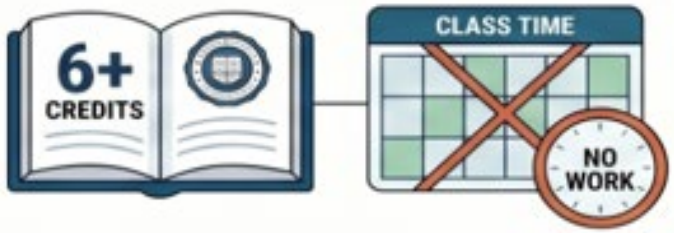
Phase 2: Onboarding and Management

4. The 3-Day I-9 Rule



Identity and work eligibility (I-9) must be verified by the third day of employment.

5. Enrollment and Scheduling Requirements



Students must be enrolled in 6+ credits and never work during scheduled class times.

6. The 20-Hour Weekly Limit



FWS Hours Calculation (Optional Guide)

Calculation Step	FormularDetail
Total Term Hours	Federal Award Amount ÷ Hourly Pay Rate
Recommended Weekly Hours	Total Term Hours ÷ Number of weeks in term
Example	$1,600 award at $15/hr for 11 weeks = 12 hours per week

Students are capped at 20 hours weekly; exceptions up to 29 hours require HR approval.

Emergency & Administrative Directory

Emergency Contacts

First Step: Always dial 911 for immediate emergencies.

- Campus Security: 817-531-4911
- Campus Conduct Hotline: 1-833-246-5701
- Poison Control: 1-800-222-1222
- Medical:
  - Univ. Health Center: 817-531-4948
  - Baylor/All-Saints: 817-926-2544
  - John Peter Smith: 817-702-3431

Program Administration

(Note: On-campus dial last 4 digits)

- Human Resources: 817-531-4403
- Financial Aid: 817-531-5812
- Career Services: 817-531-6512
- Information Technology: 817-531-4428