

ISU Hourly Student Employment Guidance

Table of Contents

General Information	1
Student Employment Definition	1
Key Role Definitions	1
Authority	1
Expectations for Hourly Student Employees	1
Equal Opportunity.....	1
University Non-discrimination Statement	1
Financial Aid Student Employment Programs.....	2
Work-Study Program	2
Off-Campus Community Service Work-Study Program	2
America Reads/America Counts Program.....	2
Undergraduate Research Assistant Work-Study Program	3
Job Posting, Application & Interview Processes.....	3
Student Job Board	3
Work-Study in CyHire	4
Application and Interview Procedures – Recommended Approaches	4
Records Retention	4
Hiring & Onboarding Processes.....	4
Hiring Process for New Hourly Student Employees	4
Required Onboarding Tasks.....	5
Renewal/Extension of Current Hourly Student Employees	6
Student Employment Guide: Add Job, Job Changes, and Terminations in Workday	6
Wage & Payroll Information.....	6
Wage Scale	6
Time Tracking	6
Pay Increases	7
Student FICA Information	7
Pay Periods and Paydays	7
Work Week	7
Last Day of Employment.....	7
Payroll Website.....	7
Hourly Student Employment for Non-U.S. Citizens	7
Hourly Student Employment for Students with F-1 or J-1 Immigration Status.....	7
International Students with Immigration Status other than F-1 or J-1:.....	8

F-1 and J-1 Status Nonresident Alien Student FICA Exemption	8
Summer Employment for International Students who are:	8
Resources	8
Appendix A: Hourly Student Employee Guidance.....	9
Orientation	9
Overview.....	9
Religious Accommodation	9
Dress Code	10
Time Off.....	10
Work Schedules	10
Illness	10
Absences and Tardiness.....	10
Scheduling Planned Time-Off.....	10
Breaks	10
Training	11
Work Performance.....	11
Appointment Duration	11
Performance Feedback and Evaluations	11
How to provide an effective performance evaluation.....	11
Disciplinary Problems	12
Appendix B: Supervisor Expectations	13
Supervising Hourly Student Workers	13
Timesheets	13
Process	13
Warnings within Workday Related to Students	14
Injuries	14
Separations	14
Non-Performance Termination Issues	14
Auto Separation	15
Offboarding of Students	15
Continuing Employment After Graduation	15
Appendix C: Other Policies and Resources.....	16
Student Employment Work Location: Out-of-State, Out-of-Country, and Study Abroad.....	16
Student Employee Grievances	16
Sexual Misconduct, Sexual Assault, Sexual Harassment	16
Drug-Free Workplace.....	16
Smoking	17

ISU Policies	17
Family Educational Rights and Privacy Act (FERPA)	17
Fair Labor Standards Act (FLSA)	17
Student Employees Under Age 18.....	17
Additional resource links:	17

This guide provides an overview of Iowa State University's hourly student employment process. It outlines eligibility, hiring requirements, compliance standards, recommended practices, and tools used to support hourly student employment at ISU.

General Information

Student Employment Definition

Employment of an undergraduate or graduate student at Iowa State University who is hired as a work-study or non-work-study employee for hourly employment.

Key Role Definitions

Manager: The Workday manager or designated supervisor responsible for overseeing the student employee's work assignment, schedule, performance expectations, time approval, and day-to-day employment-related questions. The manager is responsible for communicating employment expectations to the student employee and coordinating with JM Support or HR when Workday actions or policy questions arise.

JM Support: JM Support refers to staff assigned to support Job Management actions in Workday for a college, department, or business unit. JM Support may initiate, review, or assist with student employment transactions such as hiring, adding job, renewal, job change, end job, or other employment updates. JM Support helps ensure Workday transactions are accurate and should partner with the manager and University Human Resources when questions arise.

Authority

Student employees are generally considered part-time public employees working 20 hours per week or less, except graduate or other postgraduate students engaged in academically related employment as teaching, research, or service assistants. See [Iowa Code 20.4\(4\) – Public Employment Relations Exclusions](#).

Expectations for Hourly Student Employees

- Must be registered as Iowa State University students for at least one credit hour in the semester of employment.
- Are limited to 20 hours or less per week when classes are in session, except during breaks and summer sessions.
- May continue as student employees through the end of the month of graduation, as long as otherwise authorized and permitted.
 - Note:** International students cannot work beyond the end of the semester in which they graduate unless they are registered as students for the following fall semester.
- May work during the summer as student employees, even if not taking summer classes, if registered for the next fall semester. This also applies to new incoming students.
- Must be paid for all hours worked. Hours worked over 40 in a workweek must be paid at time and one-half.

Hourly student employees should not replace Merit or P&S staff. Student employment should support academic priorities and generally follow the expectations above. In limited situations, individuals who are also students may be hired into P&S or Merit roles; departments should follow the university policies that apply to that employment type.

Equal Opportunity

University Non-discrimination Statement

Iowa State University does not discriminate on the basis of race, color, age, religion, creed, national origin, pregnancy, sexual orientation, genetic information, sex, disability, or status as a U.S. Veteran. Inquiries regarding non-discrimination policies may be directed to the Office of Equal Opportunity, 2680 Beardshear Hall, 515 Morrill Road, Ames, Iowa 50011, Tel. 515-294-7612, email eooffice@iastate.edu.

Financial Aid Student Employment Programs

Work-Study Program

Students who file the FAFSA by the priority aid deadline and demonstrate financial need through their FAFSA may be eligible for the work-study program. Work-study jobs are subsidized with federal and/or institutional funds, with the employing department paying a percentage of the wages and the work-study program funding the larger remaining percentage. The work-study split can vary each year, so direct questions to the [Student Employment Center](#). For a position to be eligible for work-study, the position must be placed in the work-study job profile and approved by the Student Employment Center.

Work-study students receive a paycheck twice each month for hours worked, and those earnings are typically meant to cover personal expenses not included on the U-Bill. The annual work-study program covers wages from August 16 through May 15. Wages earned outside these dates are the responsibility of the department.

- Student eligibility for employment under work-study is based on financial need, as determined by the FAFSA.
- Students can have eligibility changes as their financial aid package changes. Students who start as eligible may lose eligibility, and students may gain eligibility if they do not initially have it. Supervisors are encouraged to monitor reports for eligibility changes.
- Pay rates and job descriptions for work-study-funded positions are identical to those for similar positions not funded through work-study.
- Job descriptions should be provided to students for all positions but are required for work-study roles and may be requested from supervisors in audit processes.
- Students authorized for work-study may receive preference in hiring due to the cost to the department.
- Students who are eligible for work-study will be notified of their eligibility on their financial aid award.
- Funds for work-study are limited, and not all students who are eligible will ultimately secure a work-study position.
- Students should begin their job search and arrange interviews as early as possible during the semester.
- Students are not permitted to work during scheduled class time unless written notification of class being canceled.
- Departments must pay the students for hours worked and must ensure the department funding is eligible to pay student wages.
- International students are ineligible for work-study positions.

Off-Campus Community Service Work-Study Program

Community service jobs allow work-study-eligible students to engage in the community surrounding Iowa State University. ISU participates in the work-study program with off-campus nonprofit organizations and agencies that are federal, state, or local public agencies or private nonprofit organizations. These organizations must be open, accessible, and used by the community at large. Learn more on the Student Employment Center's Community Service Employee page.

Community services are defined as services designed to improve the quality of life for community residents or to solve particular problems for community residents. Approved service areas include health care, childcare, literacy training, education, social services, neighborhood development, housing, public safety, and crime prevention and control. For a list of active agencies hiring each year, students should reach out to studentjobs@iastate.edu.

America Reads/America Counts Program

America Reads/America Counts (AR/AC) is a program made up of Iowa State students committed to improving children's reading and mathematics knowledge. By partnering with multiple schools and

agencies in central Iowa, tutors can make an impact in the community while earning work-study funds. AR/AC tutors are undergraduate students who help elementary and middle school students improve their math and reading skills by serving as tutors, role models, and mentors. Learn more and apply here: <https://studentjobs.iastate.edu/types-of-employment/arac/>

- Tutors work one-on-one or in small groups to help young students gain confidence and learn the joy of reading and mathematics.
- Any Iowa State undergraduate student who is work-study eligible is encouraged to apply for this program.
- Students receive training prior to their placements, as well as periodic training throughout the terms of their service.
- All students are paid through the federal work-study program.

Interested applicants must:

- Be work-study eligible as determined by the FAFSA.
- Maintain a 2.0 cumulative grade point average.
- Apply and be interviewed by America Reads/America Counts staff.
- Pass a background check.
- Commit to attending all required training and reflection sessions.
- Submit an AR/AC application via the online form via the **America Reads/America Counts application form**.

Undergraduate Research Assistant Work-Study Program

The Undergraduate Research Assistant (URA) program provides undergraduate students with opportunities to gain research experience while supporting faculty, departments, or research projects. Work-study eligible juniors and seniors interested in graduate school and research are encouraged to apply. This program benefits students and faculty by matching high achieving students with interested faculty/staff. Applications for faculty/staff and students typically open in March each year for the following year.

To qualify, a student must:

- Be classified as juniors or seniors by the beginning of the Fall semester
- Maintain an ISU cumulative GPA of at least 3.25
- Complete the URA application

For additional information and applications, please visit: <https://studentjobs.iastate.edu/types-of-employment/ura/>

Job Posting, Application & Interview Processes

Student Job Board

The [Student Job Board](#) is a free resource provided by the [Student Employment Center](#) and offers a way for students to search for jobs that employers (ISU and non-ISU) have posted. In partnership with the career services offices, the Student Job Board is a part of the CyHire platform. This platform is a one-stop shop, with a variety of full-time, post graduate, and part-time roles. All employers and contacts must undergo verification before job postings are approved. -All ISU departments seeking student employees should-utilize this resource as a part of their employee recruitment efforts, as it is the only centralized posting for interested students.

Job Posting

To post a position, go to <https://cyhire.iastate.edu/>. First-time employers must create an employer account, including Iowa State staff members posting on behalf of a department. The employer account only needs to be created once per department or company, and individual users may create separate contact accounts to create and share postings. Faculty or staff who do not post student employee positions but want to view job postings for advising or recommendations may request a [“Student Job Board employer help sheets](#) are available.

Iowa State staff members posting for a personal position, such as childcare or yard work, must use a non-

ISU email address to set up their account. [Student Job Board employer help sheets](#) are available. Students typically are entered into CyHire within a week of registering for classes for the first time. Once in CyHire, students can select “Student Job Board” from the left-hand menu. Positions posted here are intended for employers seeking part-time help that is appropriate for students enrolled at ISU. There are a number of filters, including on-campus, industry, type of job, and limited to only work-study to help students find the right position for them.

Eligibility for Posting

Positions posted on the Student Job Board must be paid, part-time or seasonal, and located within 60 miles of Ames unless the position is a summer temporary role.

Work-Study in CyHire

CyHire is the place to start finding a work-study eligible position! For work-study students, nearly any Iowa State on-campus position listed is eligible to utilize your work-study funding. The filter will highlight positions that **only** hire work-study students. Selecting off-campus community service partners will also note that they are hiring work-study eligible ISU students.

This allows students to find the opportunity that works best for them. Students can save resumes and other materials in CyHire for ease of applying. For additional help, please visit the Student Employment Center webpage. For more information, visit the [Student Job Board posting guidance page](#).

Application and Interview Procedures – Recommended Approaches

In the Supervisor’s Toolkit, hiring managers can find [tools and resources](#) for the hiring process. While not mandatory, an application process can help identify applicants who meet the required qualifications and is a best practice. Providing interested applicants with the job description in the job posting helps ensure they are fully informed when applying for the role. Encouraging student applicants to complete an application or submit a resume also provides an opportunity to develop job-seeking skills. The Student Job Board allows departments to link to an external application or collect resumes directly within the posting. It is advisable to inform applicants that all submissions will be reviewed, with only top candidates contacted for an interview. Supervisors should evaluate applications against the job description’s qualifications and select applicants with the highest ratings for interview consideration. If desired, supervisors should also inform unsuccessful applicants.

Interviews should be uniform and relevant to the job. Each candidate should be asked the same set of questions. Strong responses should draw from specific work experiences and demonstrate the skills needed for the role.

The hiring department will extend a job offer to the chosen candidate, while other applicants will receive notification via email that they were not selected. Templates for offer and declination emails are available in the [Supervisor’s Toolkit](#).

Records Retention

Retention of personnel files for hourly student employees should follow the same [records retention](#) schedule as regular employees, with the exception that these records are held within each department rather than in UHR. Student employment records, such as resumes, applications, and performance reviews, should be retained for each student hire for five fiscal years after separation from the department.

Hiring & Onboarding Processes

Hiring Process for New Hourly Student Employees

1. In Workday, the manager or JM Support initiates the Hire or Add Job process and enters job details, including compensation, supervisor, and start and end dates of employment.
2. Once a hire is approved, Workday launches the onboarding process and sends the hourly student employee self-service tasks. These tasks may include personal demographic information, Form I-9, payroll setup, required tax withholding elections, direct deposit, required training, and required

notices. New employees must begin Form I-9 on or before their first day of employment, and the employer portion must be completed within three business days of the hire date.

3. The hiring process for work-study students is the same as for hourly student employees, but the hire must be placed in the **work-study job profile** for review by the Student Employment Center.

Workday Onboarding Quick Reference Guide for Hourly Student Employees & Graduate Assistants

KB0012532

Hourly Student Employee – Hire KB0011454

Required Onboarding Tasks

The following outlines the required onboarding tasks that must be completed for the hire to be successfully completed in Workday.

Onboarding Task #1 – Complete Form I-9:

To comply with the [Immigration Reform and Control Act of 1986](#), Iowa State must verify the identity and employment eligibility of all employees. New employees, including hourly student employees and graduate assistants, must begin Form I-9 on or before their first day of employment and complete the process within three business days of the hire or appointment date. Form I-9 may be started after the hire/add job transaction is completed electronically in Workday.

- Domestic students (U.S. Citizens, naturalized U.S. Citizens, and permanent residents) complete Form I-9 Section One in Workday, then present [acceptable forms of ID](#) to the [UHR Service Center](#) to complete the Form I-9 process.
- International students must also complete the Form I-9 Section One in Workday, then present [acceptable forms of ID](#) to the [International Student and Scholars Office \(ISSO\)](#) located in the Memorial Union.
- All employees, including hourly student employees and Graduate Assistants, need to complete the Form I-9 **before they start working**. Failure to do so within 3 days of hire date will result in their separation and inability to work until the appropriate documentation has been received and Form I-9 process completed successfully.

Failure to Complete Form I-9 Within Required Timelines: Federal requirements state that employees must complete Section 1 of Form I-9 no later than the first day of employment, and the employer must complete document review and verification within three business days of the hire date. Hourly student employees may not begin or continue working until Form I-9 requirements are satisfied. If Form I-9 is not completed within the required timeframe, the student employee must stop working immediately and may be separated in Workday until the issue is resolved.

- Departments should not independently rehire the student employee or add a new job while the Form I-9 issue remains unresolved.
- The student employee may not resume work until the required documentation has been presented, reviewed, and the Form I-9 process has been completed successfully.
- Once documents are presented to the appropriate office, the UHR Service Center will coordinate the necessary Workday action before employment may continue.
- Supervisors and JM Support staff should direct questions to the UHR Service Center before taking any additional action.

Onboarding Task #2 – Complete State, Local, and Federal Tax Withholdings:

- [Payroll: How to Update Your State W-4 Withholding Elections KB0020952](#)
- [Payroll: Federal Form W-4 FAQ KB0021603](#)
- [Payroll: How to Update Your Federal W-4 Withholding Elections KB0012717](#)

Onboarding Task #3 – Manage Payment Elections and Direct Deposit Setup:

- [Payroll: How to Add, Edit, and View Direct Deposit Information KB0013143](#)

Additional onboarding tasks will be distributed to the new hire after the three tasks above are completed.

Renewal/Extension of Current Hourly Student Employees

Hiring departments may renew current hourly student employees by initiating a renewal in Workday.

Renewed hourly student employees should be registered for the current semester, or for the next fall semester if the renewal occurs after May 31. Renewal dates should generally not extend beyond the end of May of the current academic year. See “Continuing Employment After Graduation” for additional guidance.

For additional information on processing student employment transactions, visit the [HR Portal](#).

Student Employment Guide: Add Job, Job Changes, and Terminations in Workday:

[Hourly Student Employee - Add Additional Job KB0011465](#)

[Student Employee - Start Job Change: Change End Employment Date/Renewal KB0012651](#)

Separation or Termination of Student Employment: Student employee end dates must be kept current in Workday. Use the Change End Employment Date/Renewal process when extending a student employee’s employment through the end of a semester, academic year, or other approved work period.

[Hourly Student Employee – Separation KB0011449](#)

When to Use End Job: Use End Job when the student employment relationship for that position is ending, including when the student graduates and is no longer continuing in the position, the job ends naturally at the end of the approved work period, the student leaves the position, or Workday records need to be kept accurate.

- Use End Job; do not use Separate Employee for student employment ending actions.
- If the student is returning after a break, they do not need to be separated. Update the end date to the end of the next approved semester or employment period.
- You cannot end a student worker’s primary job without first completing the appropriate Switch Primary Job process. Follow the applicable Knowledge Base guidance before ending a primary job.
- International students who are graduating may not be eligible to work beyond their authorized employment or graduation date. Contact the International Students and Scholars Office (ISSO) for clarification before making changes to an international student’s employment dates.

References and Related KBAs: For current Knowledge Base Articles, JM Support resources, and Workday processing guidance related to student employment actions, review the Hourly Student Employment page.

[Hourly Student Employment](#)

Wage & Payroll Information

Wage Scale

Students must earn at least the minimum wage for Iowa or the United States, whichever is greater.

Average pay rates... are available on the [Student Job Board average pay rates page](#).

Time Tracking

Student employees must record, review, and submit time in Workday at the end of each workweek for manager approval. Depending on the department, hourly workers, such as dining employees, may use designated time clocks instead of the web or mobile app. Students must ensure time blocks are accurate, complete, and submitted by the pay-period cutoff. Supervisors and timekeepers should monitor outstanding

time blocks and approve timely, accurate time records as part of Fair Labor Standards Act (FLSA) compliance.

Pay Increases

Typically, students are initially attracted to a position by the complexity, level of responsibility and opportunities it can offer. In addition, the salary or hourly rate can attract the most qualified students to a position.

Each department may have policies regarding when a student is eligible to receive a pay increase.

Departmental policies for wage increases may be based on number of hours worked, longevity, work performance or promotion. Once a student becomes eligible for an increase based on departmental policy, the supervisor should communicate to the appropriate JM Support staff in writing of the new hourly pay rate and the effective date. Departments are encouraged to advance students in their pay rate, when possible, especially in instances where students have been with the department for more than one year. If a department has decided to increase the wages of a student working through the [work-study](#) program, they can process the raise through Workday.

Student FICA Information

Wages earned by students who are enrolled at Iowa State University and are at least half-time students are exempt from FICA and Medicare taxes. Information on enrollment status can be found on the [Office of the Registrar website](#).

Wages earned during the summer months by students not registered in summer classes are subject to FICA and Medicare withholding.

Pay Periods and Paydays

All students receive their pay on a twice-monthly basis. Hours worked from the 1st to the 15th of each month are paid for by the 25th of the month. Hours worked from the 16th to the last day of the month are paid on the 10th of the following month. If the 10th or 25th of the month falls on a Saturday or Sunday, payday will be the prior Friday. If the 10th or 25th of the month falls on a holiday, payday will be the preceding workday.

Work Week

Student employees follow the university's [Work Week policy](#).

Last Day of Employment

Work-study students can work through the end of the day on the final day of payroll in which their graduation occurs, typically May 15. They and non work-study student workers may be able to continue through the end of the month of graduation on non-work-study funds. International students cannot work beyond the date of graduation.

Payroll Website

For more information, visit the payroll office's [Student Employee Information page](#).

Hourly Student Employment for Non-U.S. Citizens

Some non-U.S. citizen students may work on campus under the same rules that apply to U.S. citizen students, while others may have immigration-specific restrictions. Supervisors should confirm employment eligibility before work begins and consult ISSO when immigration status or work authorization is unclear.

- Permanent resident students must have a permanent resident card, also known as a green card, as proof of employment eligibility.
- Students applying for U.S. legal permanent residence must have a valid Employment Authorization Document (EAD) issued by United States Citizenship and Immigration Services (USCIS).
- Students with an unexpired Employment Authorization Document issued by USCIS and an immigration status other than F-1 or J-1 may be eligible to work, subject to the terms of that authorization.

The following international students are allowed on-campus employment with certain restrictions:

Hourly Student Employment for Students with F-1 or J-1 Immigration Status

- May work on campus only, unless specifically authorized by ISSO, for no more than 20 hours per week across all jobs combined, except during breaks when school is not in session.

- Must be registered as full-time students or have ISSO approval for a reduced course load. F-1 students may work on campus starting their first semester at ISU after completion of Form I-9 with the ISSO.
- J-1 students may work on campus starting their first semester at ISU with written employment permission from their J-1 sponsor and after completion of Form I-9 with the ISSO.
- Students cannot work off campus without specific preauthorization from ISSO.
- F-1 students may apply for off-campus work permission to gain employment experience directly related to their curriculum after completion of one academic year in their program at ISU.
- J-1 students may apply to their J-1 sponsor for off-campus work permission to gain employment experience directly related to their curriculum after completion of at least one academic semester at ISU.

International Students with Immigration Status other than F-1 or J-1:

Must get clarification from the ISSO on whether their current immigration status allows them to work before applying for any job. For further information, please contact the ISSO at isso@iastate.edu or 515-294-1120 or <https://isso.dso.iastate.edu/>.

F-1 and J-1 Status Nonresident Alien Student FICA Exemption

- Nonresident alien students and other nonimmigrants temporarily present in the U.S. in F-1, J-1, M-1, or Q-1/Q-2 nonimmigrant status are exempt from FICA taxes on wages paid for services performed within the U.S. when those services are allowed by USCIS and are performed to carry out the purpose for which the student was admitted to the U.S. FICA-exempt employment for nonresident alien students includes:
 - On-campus student employment is up to 20 hours per week.
 - Off-campus student employment preauthorized by ISSO or USCIS.
 - Practical training student employment on or off campus if authorized by USCIS.
- Limitations on the FICA tax exemption:
 - The exemption for nonresident students does not apply to spouses and children in F-2, J-2, M-2, or Q-3 nonimmigrant status.
 - The exemption does not apply to employment not allowed by USCIS or to employment not closely connected to the purpose for which the student was admitted to the U.S.
 - Exemption does not apply to F-1, J-1, M-1, or Q-1/Q-2 nonimmigrants who change to an immigration status that is not exempt or to a special protected status.
 - The exemption does not apply to F-1, J-1, M-1, or Q-1/Q-2 nonimmigrants who become resident aliens as defined by the IRS.

For more information on Foreign Student Liability for Social Security and Medicare Taxes, click [here](#).

Summer Employment for International Students who are:

- *Enrolled in summer and fall classes:* International students must check with the ISSO on or before their first day of work to determine whether they are eligible for summer employment.
- *Enrolled in summer classes but not fall classes:* International student employment eligibility for the summer must be verified in advance with the ISSO.
- *Graduated in spring or summer, but not continuing in a new degree program at ISU for the fall:* International students cannot work beyond the last day of classes in their final semester. Their eligibility and student work authorization ends no later than the Friday before graduation.
- *Graduated with an undergraduate degree in spring and enrolled in fall classes:* International students must obtain permission from the ISSO to continue study and employment at a new degree level. If students have authorization for Optional Practical Training (OPT) or Academic Training (AT) to work after graduation, they can no longer work in a student capacity and may work only in non-student positions such as P&S, Postdoc, or Faculty roles.

Resources

Colleges, departments and business units that hire students across campus:

[International Students and Scholars Office \(ISSO\)](#)

[Office of Student Financial Aid](#)

[University Human Resources](#)

Appendix A: Hourly Student Employee Guidance

The following is a sample of work rules and other procedures that may be customized to share with student employees to create clarity around the work environment and their roles.

Orientation

Overview

Hourly student employees may arrive with little to no work experience. Supervisors should provide a clear orientation that introduces the workplace, explains job duties and expectations, reviews dress code and communication practices, and provides appropriate on-the-job training. Student employees are students first and employees second, so supervisors should be flexible when accommodating academic obligations. Describe the goals and activities of your department and provide the student employee with valuable training and experience that will complement and reinforce the student's educational program and/or career goals.

Provide the student with a list of expected tasks. It is essential that the supervisor clearly explains performance expectations, shares applicable rules and regulations, provides expectations for professionalism and provides sufficient opportunity for questions and clarification. If your department provides performance reviews for student employees, that should be explained at this time.

Introduce the student to other staff members and explain how they may be interacting with the student if applicable.

Confirm the pay rate and duration of employment. Explain that student employees are paid only for actual hours worked and are not paid for studying or completing classwork unless the supervisor has approved of that activity as part of the work assignment.

Confirm the 20-hour work limit while classes are in session. Student employees may work up to 40 hours per week during academic breaks or summer sessions, if otherwise eligible. Students who hold a graduate assistantship are limited to no more than 30 hours per week across all jobs combined.

Outline expectations of the students' attendance. Agree on a specific work schedule and communication procedures for reporting absences or delays. Discuss the check-in and check-out procedures to record time either by logging into Workday or using the Workday app on their mobile device.

Assign a workstation or environment and show the student where to find work materials, where to secure personal belongings, and the location of restrooms, break rooms, etc.

Discuss confidentiality expectations with the students. Some students may have access to confidential records. In those cases, the student should be informed/trained on [FERPA](#), HIPAA and any other ISU privacy policies. The student should also sign a confidentiality statement if they work with confidential records.

Expectations about the use of cell phones and electronic devices should also be discussed.

Religious Accommodation

If an academic or work requirement conflicts with the student employee's religious practices and/or observances, they may request reasonable accommodation. Requests must be in writing, and an instructor or supervisor will review the request. The student employee or supervisor may also seek assistance from the Dean of Students Office or the Office of Equal Opportunity.

Disability Accommodation

If a supervisor becomes aware of a student employee experiencing a barrier to completing their work responsibilities due to a medical issue or disability, it may be necessary to explore the [workplace accommodation process](#) pursuant to [ISU policy](#) and the Americans with Disability Act (ADA). University Human Resources coordinates the university workplace accommodation process and should be consulted early, once a potential need for accommodation has been identified, in order to determine if this process

is appropriate depending on the circumstances, and in order to initiate the process in a timely manner.

Dress Code

Student employees are expected to dress appropriately for the positions they hold. Departments and supervisors may establish specific regulations for dress and personal hygiene that are appropriate to the activities conducted by the position. Student employees are expected to always present a neat and clean appearance while working. Specific dress code policies can be developed by the department and communicated with the student employees at the time of hire.

Time Off

Good attendance and punctuality are important to the effective operations of the university and shaping student employees into valuable candidates for future employment. These guidelines should be used to help promote behaviors that are generally expected by all employers:

Work Schedules

- Work schedules are established jointly by the employment department and students, based on class schedules and needs of the department. The students are responsible for communicating a change in class schedule and adequate time needed for studying, etc.
- Student employees are expected to be in their position and ready to work at their designated starting time, unless prior arrangements have been made with their supervisor.
- If additional coverage is needed, the department or supervisor will contact student employees via email (student account) or phone call to inquire about additional availability. The department will be proactive in requesting additional coverage with as much advance notice as possible.

Illness

- If a student employee is ill and cannot report on an assigned work shift, they must notify their supervisor immediately. Notification should be made by phone call or another previously agreed-upon communication method.
- For the student employee's personal safety and the safety of others in the workplace and public, they are encouraged to stay home if they are ill.
- If a student employee becomes ill during a work shift and needs to go home, they must notify their supervisor before leaving the workplace.

Absences and Tardiness

- Departments or supervisors may require student employees to find a substitute worker for their shift.
- If the student employee knows they will report to work late by more than five minutes but less than 30 minutes, they should contact their supervisor as soon as feasible. Refer to the first bullet in the Illness section for notification guidelines.
- Students should not have other individuals report absences or tardiness for them.
- A student employee's absence will be deemed unexcused when the employee fails to call in and misses their shift. Unexcused absences will be subject to corrective discipline.
- Student employees should leave a voicemail message only if they cannot reach their supervisor directly. An email message is preferred. A text message can be sent if previously agreed upon with your supervisor.
- A student employee's request to leave work early may be considered by the supervisor. Approval of such absences should be based on urgency of the reason for absence and staffing needs.

Scheduling Planned Time-Off

- Students often have demanding academic schedules and may want to schedule time off at various times during the school semester. The university prides itself on being as flexible as possible; however, student employees are expected to be proactive in requesting time off, giving as much advance notice as possible.

- If time off is requested, student employees must submit a request to their supervisor. The supervisor should respond to requests for planned time off in a timely manner.
- Hourly student employees are not eligible for paid time off or holidays.

Breaks

A student working a six- to eight-hour shift is entitled to two paid 15-minute breaks and at least one unpaid 30-minute lunch break. Paid breaks should be taken when they do not place an undue burden on the department. Breaks may not be accumulated to extend a lunch period, arrive late, or leave early.

Training

All student hourly employees must complete two required safety trainings provided by Environment Health and Safety: [Fire Safety and Extinguisher Training](#) and the [Emergency Response Guide video](#). These trainings will be assigned via Workday Learning in their Iowa State University New Employee Orientation program. For more information on EH&S, visit <https://www.ehs.iastate.edu/> or <https://www.ehs.iastate.edu/training>.

Students who have been hired for positions that require driving a university vehicle must complete training provided by Transportation Services prior to driving a university vehicle. For more information, visit <https://www.transportation.iastate.edu/policies-and-training>.

Additional training requirements vary by position. Most training occurs on the job, with supervisors demonstrating correct methods, explaining expectations, and using experienced student employees when appropriate to help train new student employees.

It is important for supervisors to train students in work skills, attitudes and habits, such as perseverance, time management, phone skills, customer service, quality service practices and handling difficult situations. These skills can be transferred to other jobs. Students must learn to develop a positive attitude about their abilities. When student employees are well trained, they are more confident of their work performance and tend to be more efficient and productive.

Federal work-study students and hourly students may not work, attend required training sessions, or attend required staff meetings during hours they are scheduled to be in class.

Work Performance

Appointment Duration

During orientation, supervisors should communicate that performance that meets or exceeds expectations may warrant continued employment for future semesters. However, the decision to continue a student's employment from one semester to the next is solely the decision and responsibility of the supervisor. There should be no surprises for students, as performance reviews should be conducted regularly and obvious problems should always be addressed promptly.

Performance Feedback and Evaluations

Student employee performance should be reviewed in accordance with department-specific standards. Performance feedback is a learning tool to assist the student in further developing their work skills and abilities and functions as an indicator of current job performance and expectations. Providing feedback on student performance, and basing any increases in pay on these evaluations, rewards students who do their job well, encourages improvements in students who do not, and provides an opportunity for students and supervisors to communicate about the position.

Student employees should be evaluated by their primary supervisor to ensure they receive adequate and direct feedback regarding their performance. Evaluations should be administered annually or by the end of the semester. Supervisors are encouraged to provide continuous feedback throughout the semester. A supervisor should be prepared to give future employers a recommendation based on documentation maintained in the department files. Supervisors should keep track of the students' positive qualities and examples of strong performance. A sample student employee evaluation tool can be found in this [toolkit](#).

How to provide an effective performance evaluation

- Supervisors should meet with their student employees in a private area to review the evaluation. The overall purpose of the evaluation should be explained to the student before discussing the evaluation itself.
- The tone of the evaluation should be positive, encouraging and open to dialogue. You should cite examples of areas where the student has done well and areas where improvement is needed. If any criticism is included, it should be done in a constructive and supportive manner.
- Be specific. Bring up examples and discuss ideas for improvement.
- Maintain privacy. Criticism should never be given in front of staff or peers.
- Don't feel guilty. Students usually know when they need improvement.
- Be sensitive. Don't expect everybody to perform at the same level of proficiency. Differences in abilities and aptitudes should be taken into consideration.
- Stress positive behavior and note improved activity whenever possible.
- The supervisor and student should sign their names at the end of the form, following a discussion regarding possible further development of the student's career goals.
- A copy of the evaluation should be given to the student, as well as retained by the supervisor/evaluator. All forms should be kept in a secure place such as a file for each student employee managed by the supervisor.

Remember: the long-range goal of the evaluation is not simply to grade work, but also to assist students in their development and enhance their overall work experience.

Disciplinary Problems

An hourly student may be disciplined for various reasons. If there is a performance problem with a student employee, discipline can range from a verbal warning to a written warning to termination. It is highly recommended for supervisors document any issues as they arise and address them immediately and as part of the performance review process.

- **Verbal Warning:** Meet in private to discuss the issue. Be sure the student understands the job expectations or expected behavior. Provide an opportunity to make corrections. Arrange a schedule for additional training or provide resources to the student, if necessary. Follow a fair process and keep the developmental aspect of student employment in mind.
- **Written Notice:** If a problem continues after the initial discussion, the employer can give a written notice. Refer to the previous discussions and address reoccurring problems. Let it be known that failure to comply with expectations could result in termination. The written notice should clearly state the problem, outline the remedy, and be dated and signed by the student and supervisor. Note that this information is not stored in a formal university file and/or Workday, so supervisors should keep a copy of any written discipline in their supervisor file.
- **Termination:** If an issue continues after both verbal and written notices, the employee may be terminated. Advance notice before termination is not required. This remedy should be used as a last resort and after all other options have been exhausted.

Appendix B: Supervisor Expectations

Supervising Hourly Student Workers

For many students, on-campus employment is their first work experience. Supervisors should provide clear orientation, on-the-job training, communication, feedback, and guidance while remembering that hourly student workers are students first and employees second. Students should not replace primary staff employees, and supervisors should remain flexible when accommodating academic obligations when possible.

As supervisors, we train, motivate, communicate, guide, evaluate and relate to the student. We serve as role models for the development of good work habits such as punctuality, dependability, cooperation, honesty and efficiency. Perhaps the most important skill required for good supervision is the ability to work with people, since much of the supervisor's time is spent in the business of human relations.

As supervisors, we also formulate certain expectations of the actions and responsibilities of students. Initially they must assist in providing necessary goods and services as assigned, but students are also expected to demonstrate initiative, creativity and efficiency in learning from their experience and in using the work experience for personal growth and skill development. Once properly trained in their specific area of responsibility, they should require minimum supervision and be self-starting and able to work independently in meeting work assignments and responsibilities punctually and dependably.

Helpful Tips

- Communicate department goals, job standards and work expectations.
- Define job responsibilities.
- Reinforce instructions with demonstrations or visual information.
- Follow up on work assignments.
- Correct unsatisfactory behavior or performance promptly and privately.
- Reinforce a job well done by giving recognition in front of staff and peers.
- Use advancement possibilities and added responsibilities as motivational elements.
- Let students know their jobs are important by planning assigned work in advance.
- Lead by example by exhibiting good work habits and attitudes.
- Develop rapport and listening skills by showing interest and respect for the student employee's ideas and thoughts. Be flexible by accommodating academic obligations. Show appreciation through things like:
 - Handwritten notes/cards/emails of thanks
 - Pats on the back, handshakes, simple and sincere "thank you"
 - Taking pictures for an "our team" staff bulletin board
 - Encouraging students to recognize their peers
 - Empowering students with greater responsibilities

Timesheets

It is the responsibility of the student employee and their manager, or the manager's delegate, to review and submit electronic timesheets that are accurate and reflect the worker's actual hours worked.

If a timesheet is submitted with an error, the manager or their delegate can [correct the time block](#) or punch to ensure the employee is paid correctly for their hours worked.

Process

Student employees are expected to clock in and out at the start and end of their shifts and for meal breaks using either a time clock, if assigned, a [web clock](#) (Workday) on a computer, or a [mobile device](#), if

approved. Students with multiple positions should carefully select the correct position when recording hours are worked. See [Time Entry for Students with Multiple Positions](#). Student employees will review their electronic timesheet for accuracy and submit it weekly in Workday for approval. Managers and/or their delegates will [approve the timesheet](#) so the student employee can be paid for hours worked.

Warnings within Workday Related to Students

Students can work a maximum of 20 hours a week during normal fall and spring semester weeks. Students can work up to 40 hours during non-academic weeks, including winter, spring and summer breaks when classes are not in session. (Note that students who hold a Graduate Assistantship cannot work more than 30 hours per week all jobs combined.)

Injuries

Any work-related injuries should be immediately reported to a supervisor. Even if the injury may not appear to be serious, it is important to report it to be in compliance with ISU policy. ISU's workers' compensation vendor will determine if the injury is compensable based on the information provided in the First Report of Injury (FROI).

After the supervisor is informed about an injury, they may need assistance from the injured hourly student employee in completing the FROI. This online form can be completed by the injured party or by the supervisor but must be completed within 24 hours of the injury or as soon as the supervisor learns of the injury.

Life-threatening injuries require immediate medical attention. Call an ambulance by dialing 911. If the injured employee requires non-emergency medical attention, the supervisor will set up an appointment with Occupational Medicine McFarland Clinic at 515-239-4496. For injuries that require only first-aid care, please refer students to the Thielen Student Health Center. The supervisor is responsible for confirming the student employee's work status, answering any questions about leave, and ensuring return-to-work documentation is received and reviewed by University Human Resources before the student employee returns to work.

UHR will answer workers' compensation questions, assist departments with appropriate and timely return to work for employees with physician restrictions, and assist with questions concerning payroll reporting for employees receiving workers' compensation benefits. Worker's compensation questions should be directed to 515-294-8917 or workcomp@iastate.edu.

Separations

Separation

Student employees are temporary employees. They are not guaranteed continuous employment and may be terminated without cause or advance notice. The student employee must receive written notification of the termination.

Immediate Termination Infractions

The following examples may be cause for immediate termination or may otherwise influence a department's decision to end student employment:

- Being under the influence of drugs or alcohol while working
- Theft or gross negligence resulting in serious injury to property or person
- Physical violence or obscene language when dealing with the public or other staff members
- Misuse of confidential information
- Incidences of fraud
- Excessive tardiness
- Excessive absences without legitimate excuses
- Intentionally submitting false time records
- Carelessness or lack of attention that results in injury to property or person
- Conduct inappropriate to a representative of ISU
- Discourtesy or failure to work harmoniously with fellow employees

- Failure to serve the public with courtesy
- Sleeping on duty

Non-Performance Termination Issues

Issues that could lead to termination of student employees include:

- Budget constraints
- Completion of project
- Lack of work
- Withdrawal from all coursework/university

Auto Separation

UHR will automatically separate on a monthly basis any active student worker who has not reported hours for the past 60 days and their End Employment Date in Workday is in the past.

Offboarding of Students

All student employees will be offboarded through Workday.

1. The manager or JM Support initiates the separation action in Workday.
2. Once the separation is approved, the offboarding process kicks off in Workday and the hourly student employee receives self-service tasks to complete in Workday, including a Student Separation Checklist.

Continuing Employment After Graduation

Managers are often interested in retaining current student employees on a temporary basis after graduation. Temporary employment is intended to cover short-term or intermittent department needs, such as filling in for vacation or illness or completing a special project. Temporary hires are limited to 780 hours per fiscal year and are not eligible for benefits. Individuals may work in more than one temporary position on campus, but all hours worked count toward the 780-hour maximum.

Managers may work with HR Delivery to transition hourly student employees who will no longer be registered for classes into a temporary job profile, such as P&S Temp, Clerical Helper, or Helper. Managers should contact HR Delivery to move the student out of the hourly student employee job profile due to payroll tax implications.

Hourly Student Employees may continue working as hourly student employees through the end of the month in which they graduate, subject to the international student exceptions below. They must be transitioned to a temporary employee by the first day of the month following graduation or when they are no longer registered for classes, excluding the summer period between spring and fall semesters. During the transition process, an offer letter will be generated and signed by both the graduating hourly student employee and the hiring manager. Work-study funding may not be used once a student transitions to a temporary position. Students who are not graduating or who will be enrolled for the fall semester may remain student employees.

International Undergraduate Students and International Graduate Students on Assistantships

- Graduating international undergraduate students cannot work in an hourly student employee position beyond the last day of the semester in which they graduate.
- Graduating international graduate students cannot work in an hourly student employee position past the last day of the semester in which they graduate or the last day of their academic program, whichever is earlier.
- A graduating international student's start date in a nonstudent position (P&S temp position or Postdoc, for example) cannot be earlier than the start date on their nonstudent work permit (OPT, H-1B, etc.).

Appendix C: Other Policies and Resources

Student Employment Work Location: Out-of-State, Out-of-Country, and Study Abroad

General Work Location Rule

Student employment is generally designed for work performed on campus or within the approved Iowa State University work location. Any exception involving work from another U.S. state, another country, or a Study Abroad location—whether temporary, remote, hybrid, or related to university travel—must be reviewed and approved before the work occurs because the student’s physical work location may affect payroll, tax, workers’ compensation, immigration, and other employment requirements.

Required Review Before Work Location Changes

Before allowing a student employee to work from another state, another country, or a Study Abroad location, the supervisor must confirm the student’s physical work location and contact the appropriate HR service delivery team or University Human Resources to initiate the out-of-state or out-of-country review process. Work may not begin or continue from the new location until the required review is complete and approval has been confirmed. For international work locations, the review may also involve the Global Workforce Team, ISSO, Payroll, and other university partners as needed.

Requests involving work outside the United States, including Study Abroad, should be submitted as early as possible and generally at least 16 weeks before the anticipated work begins. Approval is limited to situations with a significant university business need and may not be granted solely for student or departmental convenience. Departments are responsible for any legal, tax, payroll, or administrative requirements associated with approved work performed outside Iowa or outside the United States.

For additional guidance, supervisors and departments should review ISU policy: [Employment of Out-of-State and Out-of-Country \(International\) Residents](#) before approving or allowing work from an out-of-state, out-of-country, or Study Abroad location.

Student Employee Grievances

Student employees who have employment-related complaints or grievances should first bring the matter to their supervisor, who should make reasonable efforts to respond or resolve the concern. If the matter is not resolved, the student may contact the department hiring authority or department head. If the student believes a staff member has acted unfairly or unprofessionally, they may request review through the procedures described in the [Undergraduate Student Employee Grievances](#) policy.

Discrimination and Harassment

For discrimination and harassment resources, visit the ISU Equal Opportunity website: <https://www.eoc.iastate.edu/resources-and-policies/discrimination-and-harassment>.

Sexual Misconduct, Sexual Assault, Sexual Harassment

<http://policy.iastate.edu/policy/students/sexualmisconduct>

Drug-Free Workplace

The Federal Drug-Free Workplace Act of 1988 requires employees to be aware of the illegal use of

alcohol and drugs in the workplace. If an employee encounters a co-worker buying, selling, manufacturing, or using illegal drugs or alcohol in the workplace, they should report this information to their manager. The full ISU policy is available at <http://policy.iastate.edu/policy/drugfree>.

Smoking

It is the policy of ISU to comply with the Iowa Smokefree Air Act (ISAA) by declaring the entire university grounds and properties as a smoke-free campus. Therefore, smoking is prohibited in public buildings and vehicles owned, leased or operated by or under the control of the university, as well as on the entire grounds of the university. Source: <https://www.policy.iastate.edu/policy/smoking>.

ISU Policies

The Student Life policy library can be found at <https://www.policy.iastate.edu/policy/student-life>.

Family Educational Rights and Privacy Act (FERPA)

All Iowa State University employees are required to complete the online Family Educational Rights and Privacy Act (FERPA) training and confidentiality agreement in order to access ISU student academic information systems. The FERPA training and confidentiality agreement process will take approximately 20-30 minutes and is completed by doing the following:

1. Viewing a video tutorial.
2. Taking a 20-question quiz.
3. Confirming the confidentiality agreement by answering yes/no.

If you are new to FERPA, check out [FERPA: What Faculty and Staff Need to Know](#). Additional information is available at <http://www.registrar.iastate.edu/policies>.

Fair Labor Standards Act (FLSA)

The Fair Labor Standards Act (FLSA) is a federal law originally enacted in 1938 during a period of economic depression to address the lack of federal employment standards. The U.S. Department of Labor (DOL) administers the FLSA, which addresses a variety of employment areas, including:

- Establishment of the federal minimum wage
- Restrictions on child labor
- Creation of the 40-hour workweek
- Requirements for recordkeeping

To learn more, review the [Guide for FLSA and Timekeeping Responsibilities](#).

Student Employees Under Age 18

Iowa State University complies with applicable federal and state child labor laws governing the employment of individuals under age 18. Supervisors who employ minors are responsible for ensuring that work assignments, schedules, and working conditions comply with all applicable requirements.

Before hiring or assigning work to a student employee under age 18, supervisors should review the university's Child Labor Policy and any related guidance to understand applicable restrictions and responsibilities.

Supervisor Responsibilities

- Verify the student's age before employment begins.
- Review the student's job duties and work schedule for compliance with applicable requirements.
- Consult the UHR Service Center if there are questions regarding job duties, scheduling, or eligibility.
- Review the university's Child Labor Policy before assigning work to a minor.

For complete information, including work restrictions and supervisor responsibilities, refer to the [ISU Child Labor Policy](#), [Iowa Code Chapter 92 \(Child Labor\)](#), and [Federal Department of Labor Youth Employment Guidelines](#)

Additional resource links:

- [Managers of Student Employees](#)

- [Supervisor Resources](#)
- [Supervisor Toolkit](#)