

Employer FAQ's

Q: What is Federal Work-Study?

The Federal Work-Study Programs provide jobs for undergraduate and graduate students with financial need, allowing them to earn money to help pay education expenses. The program encourages community service work and work related to each student's course of study.

Q: What is a Work-Study Authorization Form?

The work-study authorization form is submitted to the employer by the student prior to his/her hiring, stating the eligibility, the authorized period of employment, and the amount of Work-Study assigned to student. Students can obtain a work-study authorization form from their WINGS account. Employers (employers who do not already have an active work-study contract) must complete the form and return it to the Financial Aid Office upon employment and forward a copy of the work-study authorization form to Human Resources, attn: Kim Wiggins.

Q: Do students need a resume?

Yes. Students must submit a resume with each position application. It is never too early to start preparing a resume. The counselors at Career Services are available to help students develop a resume and provide career counseling.

Q: How much can I pay a student?

Students must earn at least the current federal minimum wage, but the amount might be higher depending on the type of work done and the skills required. Please refer to the [Student Wage Scale](#) for the University

Q: Can students have direct deposit?

Students can request that their paycheck be directly deposit into their bank account using the self-serve log in on the Human Resources page at <http://jobs.georgiasouthern.edu> after they are hired and in the system. If direct deposit is not requested then paychecks will be sent to the employer at the designated box number address.

Q: When do students get paid?

Students are paid based on hours worked and entered onto student-timesheets. Each department typically has a designated business officer who is responsible for submitting student timesheets. Students are paid bi-weekly

Q: Can students work as many hours as they want?

No. Students typically work 10 to 20 hours per week. Students cannot exceed 25 hours per week. This means that a student that has 2 positions on campus cannot exceed 25 hours between both positions worked in any given week.

Q: How do students find an on-campus job?

Students may go to the Student Employment website, <http://jobs.georgiasouthern.edu/SEC>, to find on and off-campus jobs. Applications may be saved to a computer, completed and submitted by e-mail to studentemployment@georgiasouthern.edu along with a current resume attached.

Q: What types of off-campus jobs are listed with Student Employment?

Most off campus jobs are posted by businesses in the Statesboro and near counties. Students must contact the business directly for these positions as no on-line applications are available. These are also temporary part-time or one-time event listings.

Q: How does summer employment work?

Work-study positions for summer will be listed as they become available. Departments often hire student hourly (non-work-study) employees to work during the summer. These positions will also be posted as the Student Employment Center receives them from each department.

Q: How many hours per week can students work?

During the fall and spring semesters, students are allowed to work a maximum of 25 hours per week. During the fall, spring and summer breaks, students are allowed to work a maximum of 40 hours per week. Students working two jobs on campus must not exceed 25 hours per week total combined hours of both jobs per week. Hours and schedules are determined in conjunction with department supervisors, budget pending.

Q: What are my responsibilities as an on-campus student employee supervisor?

When you are a supervisor for an on-campus position you become the staff person in which that student depends. While individual departments will have different expectations, you should expect to:

- Set up a work schedule with your student that compliments the class schedule and your departments needs.
- Keep the total number of hours worked per week within the limit for all jobs combined.
- Have assignments ready for the student to complete during their shift.
- Notify your student employee as soon as possible and no later than the beginning of the scheduled work shift, when they are not needed to work a specific shift.
- Consider the department's needs as well as the student's when granting time off.
- Work with a cooperative and positive attitude.
- Evaluate the student employee's work once a year.
- Take your job seriously. The experience and knowledge you provide as a supervisor can be invaluable.
- Develop and maintain a good working relationship with the employee.
- Monitor and sign the hourly timesheet. Submit timesheets as instructed in your department in a timely manner.
- Discuss problems with your student employee as they arise. Be understanding and be interested in working toward a solution. If the problem cannot be resolved, you may contact the Student Employment Center for assistance.
- Students found to have engaged in gross misconduct (i.e. breach of confidentiality, theft, fraud, etc.) may be terminated and referred to the Dean of Students Office for disciplinary action if a Code of Conduct issue exists.
- Notify student of changes in work award eligibility.

Q: If there is a paid internship in a department must it post in the Student Employment Center?

If the student in the position will be paid as an institutional or work-study student then yes the position must advertise in the SEC. If it is a non-paid position then it need not post with the SEC.

Q: If a position is a grant-funded student employment position, must it post in the Student Employment Center?

Yes, grant-funded positions are treated as institutional students and a fair hiring practice must exist for all positions.