

Student Employment Manual

Student Employment Eligibility

must

A student may not apply for an SSN more than 30 days before the start of their employment.

Additional Student Employment Eligibility Information

All Student employees

Spring Break

Needs to be completed when:

Paydays

Paychecks and Direct Deposit

First Paycheck: A student's first paycheck will need to be picked up in person at [Payroll](#). The university pays on a two-week delayed pay schedule. A student employee will be able to claim their first paycheck three to four weeks after beginning work.

Direct Deposit is not available until after their first paycheck has been claimed.

Last Paycheck: Will be issued two to three weeks after the student employee stops working.

Holidays – Vacation – Sick Leave

Holidays:

Vacation:

Sick Leave:

Jury Duty Pay:

Unemployment Compensation

not

Injury-Workers Compensation

In Case of Emergency