

UAM OPERATING PROCEDURE 520.2

RE: Student Worker Time Records

October 14, 1992

Revised: July 1, 1997

Revised: July 1, 1999

Revised: July 1, 2011

Revised: February 24, 2020

The following procedures are to be followed for students participating in the University Work-Study program:

1. Work-Study transmittal forms must be completed by the student, budget manager, and a financial aid representative. The student must also complete state and federal W-4 withholding forms and section 1 of the Employee Eligibility Verification Form I-9.
2. Students must not be allowed to work until the supervisor has received an email from Human Resources. This step confirms the completion of necessary forms and financial aid certification.
3. Students must not be allowed to earn more than the amount for which they qualify.
4. All time must be entered in WeevilNet Employees, and approved by the supervisor.
5. All student workers will be paid twice a month, electronically by direct deposit to a financial institution. The payroll dates will be 5 working days after the 15th of the month, and 5 working days after the last day of the month.
6. Supervisors who continue to abuse and fail to follow each guideline will lose the privilege of student assistance.
7. Students must not work during their scheduled class time, even if the student does not attend class.