

**UAR NUMBER:** 300.03

**TITLE:** STUDENT EMPLOYMENT

**ORIGINATOR:** Vice President for Administration and Fiscal Services

**INITIAL ADOPTION:** 09/17/91

**REVISION DATES:** 09/10/1993

**PURPOSE:** To limit the employment of enrolled University students, except Graduate Assistants, to the student payroll system; To prohibit the payment of any work-study student with both federal and institutional funds for the same period; To limit the employment of Graduate Assistants to the bi-weekly payroll system.

**PROCEDURAL REFERENCES:**

BOR - Bylaws, Article III A3(a)

**SCOPE (Who is covered by this UAR?):** This regulation applies to all Morehead State University students except for those employees who perform services for the University primarily as a means of earning a livelihood and also take a course(s) of study.

**DESCRIPTION:**

**RESPONSIBILITY:** The Office of Financial Aid shall be responsible for managing and monitoring employment of University students paid through the student payroll system. The Office of Human Resources shall be responsible for managing and monitoring employment of Graduate Assistants and non-enrolled students paid through the regular bi-weekly payroll system.

**PURPOSE:** To limit the employment of enrolled University students, except Graduate Assistants, to the student payroll system. To prohibit the payment of any work-study student with both federal and institutional funds for the same period. To prohibit the employment of any student on both the regular and student payroll systems for the same period. To limit the employment of Graduate Assistants to the bi-weekly payroll system.

**APPLICABILITY:** This regulation applies to all Morehead State University students except for those employees who perform services for the University primarily as a means of earning a livelihood and also take a course(s) of study. It can be generally assumed that a full-time University employee is primarily earning his/her livelihood, even if he/she is also enrolled as a full-time student.

Student Payroll System (Work-Study Students) Employment of University students on the student bi-weekly payroll system may be made for an academic year and may be renewable providing the total hours worked, in any capacity for the University, does not exceed 1,199 hours over a twelve (12) month period.

Work-study students who are being paid with federal funds may work only the hours determined by the Office of Financial Aid.

Work-study students who are being paid with institutional funds (allotments) may work the hours determined by the Office of Financial Aid in the original award. Institutional work-study students may have their hours increased through the reimbursable process;

however, the total hours worked cannot exceed 1,199 hours over a twelve (12) month period.

No work-study student may be paid with both Federal and Institutional funds for the same period.

Regular Bi Weekly Payroll System Non-enrolled students may be employed on the regular bi-weekly payroll system providing the total hours worked, in any capacity for the University, does not exceed 1,199 hours over a twelve (12) month period.

No student may be employed on both the regular and student payroll systems for the same period.

Graduate Assistants are limited to employment through the regular bi-weekly payroll system. Employment of Graduate Assistants may be made for an academic year and may be renewable. Generally, the total hours worked, in any capacity for the University, should not exceed 1,199 hours over a twelve (12) month period. In the event, however, that a Graduate Assistant's total hours worked exceeds 1,199 hours, the hiring unit and the Graduate Assistant will be responsible for the Kentucky Retirement System contributions.

**PROCESS:** It shall be the responsibility of the hiring unit supervisor to ensure that the employment of any student is in accordance with this regulation. Students who are employed on the student payroll system using departmental or unit funds (reimbursable work-study students) shall have their employment coordinated through the Office of Financial Aid and the Office of Budgets and Management Information using a Reimbursable Institutional Work-Study Form.

Any questions pertaining to student employment through the student payroll system should be directed to the Office of Financial Aid. Any requests for exceptions must be approved by both the Office of Financial Aid & the Office of Human Resources. Any questions pertaining to employment of Graduate Assistants and non-enrolled students through the bi-weekly payroll system should be directed to the Office of Human Resources.

Approved by: R. Eaglin

Date: 09/10/1993