



UAR NUMBER:

TITLE:

ORIGINATOR(S):

INITIAL ADOPTION:

REVISION DATE(S):

AUDIENCE: (SELECT ALL THAT APPLY)

FACULTY

STAFF

STUDENTS

VENDORS

OTHER (SPECIFY):

PURPOSE:

SCOPE:

DESCRIPTION (INCLUDE DEFINITIONS):

RESPONSIBILITY:

The Office of Financial Aid shall be responsible for managing and monitoring employment of University students paid through the student payroll system. The Graduate School shall be responsible for managing and monitoring employment of Graduate Assistants paid through the regular semi-monthly payroll system. The Office of Human Resources/Payroll shall be responsible for managing and monitoring employment of non-enrolled students paid through the regular semi-monthly payroll system.

PURPOSE:

To restrict the employment of enrolled University students, except Graduate Assistants, to the student payroll system. To prohibit the payment of any student employees 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 restrict the employment of Graduate Assistants to the semi-monthly 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 (STUDENT EMPLOYEES):

Employment of University students on the student semi-monthly payroll system may be made for an academic year and may be renewable providing the hours worked, in any capacity for the University, does not exceed 1,199 hours over a twelve (12) month period.

Student employees who are being paid with institutional funds (allotments) may work the hours determined by the Office of Financial Aid in the original award. Institutional student employees 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. Currently enrolled students may not work more than 20 hours per week.

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

Student employees who are being paid with federal funds may work only the hours determined by the Office of Financial Aid.

REGULAR SEMI-MONTHLY PAYROLL SYSTEM:

Non-enrolled students may be employed on the regular semi-monthly 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.

Students not enrolled during summer sessions but intend to enroll for the following semester, may work up to 37.5 hours per week as an institutional employee.

APPROVED BY:

VICE PRESIDENT: _____ DATE: _____

APPROPRIATE INSTITUTIONAL REVIEW: _____ DATE: 7/9/18

PRESIDENT: _____ DATE: 7/9/18

DESCRIPTION (CONTINUED):