



Saint Leo University

# STUDENT EMPLOYEE HANDBOOK 2024- 2025

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## Student Employment Contact Information

Human Resources  
Benedictine Hall, 3rd Floor  
[student.employment@saintleo.edu](mailto:student.employment@saintleo.edu)  
(352) 588-7226

## Student Employment at Saint Leo University

Saint Leo University offers students the opportunity to work in student positions during the academic year. Student employment provides the hands-on ability to learn marketable skills, gain career experience, and develop a network of contacts before students graduate.

Student positions are real jobs in which students will be paid per the approved pay scale, which can be found on page 3 of this handbook. Having a part time position can also assist with reducing student loan debt. Though students may apply for multiple positions, students are permitted to work in only one student position at a time.

As a student employee, it is essential that you are familiar with Saint Leo procedures and policies. This manual has been designed to outline some specific guidelines to assist you in better understanding our expectations of you. You may also find the Saint Leo Policy Library on your Okta homepage.

Your successful employment with Saint Leo University is important to us. We hope your employment here will enhance your learning and personal development and that your employment will assist you with achieving both your academic and professional goals.

## Student Employment Programs

There are three student employment programs available:

### **1. Federally Funded (Federal Work Study) (“FWS”) Employment**

FWS employment provides job opportunities for students demonstrating financial need and is intended to help pay for students’ educational expenses. FWS eligibility is reviewed each year and is determined by the FAFSA ([Free Application for Federal Student Aid](#)). If a student is eligible for FWS, the work study award will be included in their financial aid package, based on fund availability. Federally funded employment requires the following from students:

1. An error free FAFSA on file;
2. Completed verification and submitted all required documents;
3. Enrollment in at least six (6) credits, maintain Satisfactory Academic Progress; and
4. Have remaining need, determined by the financial aid department, to be eligible for FWS.

Funding is limited. FWS awards may decrease during the academic year due to additional aid awarded in the form of grants and/or scholarships.

### **2. Institutionally Funded Employment known as Non-Federal Work Study (NFWS)**

NFWS provides job opportunities for students who are not eligible for FWS. There are a limited number of positions each year that are NFWS.

Students seeking NFWS should, prior to accepting a position, confirm with the hiring manager that the position is NFWS.

## **Florida Work Experience Employment Program (“FWEP”)**

Limited funding from the state of Florida provides job opportunities for students demonstrating Florida residency and financial need. It is intended to help pay for students’ educational expenses. Eligible students must meet all of Florida’s Department of Education requirements, which can be found [here](#).

## **Payroll**

**The student employment pay rate for the 2024/25 academic year is \$13.00 per hour.**

Payroll documents will be required when a student has been offered a position as a student worker. Human Resources provides these documents to student workers electronically through Workday. Student workers may not begin work until payroll documentation is approved. There will be hiring fairs in which student workers are required to attend and provide original unexpired documentation for their Form I-9, which proves eligibility for employment in the United States. A list of acceptable documentation for the Form I-9 can be found [here](#).

Workday is used for wages and earning statements along with tracking your time. To access earning statements, visit the Workday website ([workday.saintleo.edu](http://workday.saintleo.edu)) using Saint Leo University issued login credentials.

Student workers are responsible for ensuring that their time is entered daily and that their time log shows the actual hours worked. Student workers are not permitted to log time in advance. Student Workers must submit their time by noon the following Monday of the week worked to ensure that wages are not delayed.

## **Compliance Training for Student Workers**

As a paid employee of the university, you can expect to receive compliance training assignments in Workday with specific due dates. When training is assigned, you will receive an email notification with detailed instructions. This training is assigned as part of our commitment to maintaining compliance with established federal and state regulations. Please complete the training assignments on or before the assigned due date.

## **Student Employment FAQ's**

### **How do I apply to receive a FWS award?**

If you are interested in applying for a FWS award you must complete the Free Application for Federal Student Aid (FAFSA) at <https://studentaid.gov/h/apply-for-aid/fafsa>. FWS is a limited fund and is awarded on a first come first served basis. Early FAFSA completion is strongly recommended.

### **How do I find a job?**

Student employment positions are available through the Saint Leo Career Portal. Under the “Worker Type” section, click “Student - FWS (Fixed Term)” to search for student positions that are currently available.

**Can I work as many hours as I want?**

No. Student employees work a maximum of **20 hours per week** as determined by their official class schedule. Work is not allowed during scheduled class time even if the class has been canceled. Many positions are fewer than 20 hours per week.

**How much will I earn?**

The pay rate \$13.00 per hour. Students holding FWS positions may not earn more than their awarded amount.

**When can I start working?**

Once hired, students may begin Work Study employment for the 24-25 academic year on August 26, 2024. Work Study employment ends May 3, 2025.

**What paperwork will I need to complete and submit?**

Human Resources and Payroll documents will be required after you have been offered a job as a student worker, which include your W-4 Tax Withholding and Form I-9 Employment Eligibility forms. Human Resources will provide you with these tasks through Workday. You may not begin work until human resources and payroll documentation is submitted/approved.

**What documentation will I need to begin employment?**

Student employment positions are real positions and are covered by federal and state laws and requirements. Student workers must provide identity documents in accordance with the U.S. Citizenship and Immigration Services (USCIS) statutes *before* they can begin work. All forms of documentation must be original and not expired. [Click here](#) to learn about what documentation is accepted.

**What if I do not have a United States Social Security Card?**

Social Security numbers are used to report a person's wages to the government. Therefore, all individuals employed in the United States must have a social security number. Please [click here](#) for more information.

**How do I record my time worked?**

Time must be entered through the Workday website accurately based on the hours you work each day. Your supervisor will review the time sheet protocol with you. It is your responsibility to accurately complete time sheets and submit them to your supervisor per the payroll schedule.

**How will I receive my paycheck?**

Direct Deposit is required for student employees to receive their pay. Complete the Direct Deposit task through Workday to have your earnings deposited into your checking or savings account with any bank in the United States. Please review instructions regarding "Setting Up Payment Elections in Workday" on pages 7-8 to ensure that your direct deposit is set up correctly.

If you have further questions, please contact us at: (352) 588-7226 or via email at: [student.employment@saintleo.edu](mailto:student.employment@saintleo.edu).

## Student Rights and Responsibilities

It is the student worker's responsibility to read the Student Employment webpages, paying special attention to the "important dates" section that lists semester start and end dates. Students must be enrolled and actively attending classes to qualify for a student position.

If a student is awarded FWS, it is that student's responsibility to keep track of cumulative FWS earnings and to advise the supervisor monthly of the balance. Once the FWS limit for the semester is reached, the department will terminate employment, or the student may be transferred to departmental funding, if a position is available. Gross earnings are monitored online through the Workday website.

The student worker's hiring supervisor will be notified via Workday once a student worker has completed the hiring process. An offer letter must be accepted by the student via Workday along with completing onboarding tasks submitted electronically through Workday, prior to the student beginning work. Students must present to Human Resources their Form I-9 documentation to complete the hiring process, prior to their third day of employment. Student workers may work a maximum of **20 hours per week** determined by their official class schedule and hours available for the position. Work is not allowed during scheduled class time, even if class has been canceled. Student workers must log their time accurately and submit their worked hours in a timely manner; otherwise, the student will be paid late.

Infraction(s) regarding time sheet completion and submission may result in termination of employment.

If a student falsifies any time sheets, they will be terminated immediately and have disciplinary actions brought against them by Saint Leo University.

Students must adhere to the established work schedule. If time off is desired, permission must be sought from the supervisor in advance. If a student is unable to make it to work on a scheduled workday, the supervisor must be notified as far in advance as possible, but no later than one (1) hour prior to the beginning of the shift.

Students must adhere to all rules and policies established by the employer, including a dress code.

Students have an obligation to perform job duties satisfactorily. Employers will evaluate job performance, attendance, work ethics, behavior, and attitude annually.

The employer has the right to terminate a student from the position if they determine that any of the above expectations are unsatisfactory.

Only under special circumstances are students permitted to change positions during or at the end of the semester, and only with the approval of the Human Resource Office. Students are required to give notice to the employer before quitting, preferably at least two (2) weeks.

## Acceptable Documentation

Employment authorization by the Human Resources Office is required to be cleared for employment. Employees may present one selection from List A or a combination of one selection from List B and one selection from List C. All documents must be ORIGINAL and UNEXPIRED.

**NOTICE FOR INTERNATIONAL STUDENTS:** As an international student you will need to obtain a social security card prior to being hired at Saint Leo, in order to complete a background check. International students will need to present to Human Resources their I-20, I-94, and passport in order to complete the I-9 verification process.

### LISTS OF ACCEPTABLE DOCUMENTS

All documents containing an expiration date must be unexpired.

\* Documents extended by the issuing authority are considered unexpired.

Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.

**Examples of many of these documents appear in the Handbook for Employers (M-274).**

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
<ol style="list-style-type: none"> <li>1. U.S. Passport or U.S. Passport Card</li> <li>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</li> <li>3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</li> <li>4. Employment Authorization Document that contains a photograph (Form I-766)</li> <li>5. For an individual temporarily authorized to work for a specific employer because of his or her status or parole:               <ol style="list-style-type: none"> <li>a. Foreign passport; and</li> <li>b. Form I-94 or Form I-94A that has the following:                   <ol style="list-style-type: none"> <li>(1) The same name as the passport; and</li> <li>(2) An endorsement of the individual's status or parole as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.</li> </ol> </li> </ol> </li> <li>6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI</li> </ol>		<ol style="list-style-type: none"> <li>1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</li> <li>2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</li> <li>3. School ID card with a photograph</li> <li>4. Voter's registration card</li> <li>5. U.S. Military card or draft record</li> <li>6. Military dependent's ID card</li> <li>7. U.S. Coast Guard Merchant Mariner Card</li> <li>8. Native American tribal document</li> <li>9. Driver's license issued by a Canadian government authority</li> <li><b>For persons under age 18 who are unable to present a document listed above:</b></li> <li>10. School record or report card</li> <li>11. Clinic, doctor, or hospital record</li> <li>12. Day-care or nursery school record</li> </ol>		<ol style="list-style-type: none"> <li>1. A Social Security Account Number card, unless the card includes one of the following restrictions:               <ol style="list-style-type: none"> <li>(1) NOT VALID FOR EMPLOYMENT</li> <li>(2) VALID FOR WORK ONLY WITH INS AUTHORIZATION</li> <li>(3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION</li> </ol> </li> <li>2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)</li> <li>3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal</li> <li>4. Native American tribal document</li> <li>5. U.S. Citizen ID Card (Form I-197)</li> <li>6. Identification Card for Use of Resident Citizen in the United States (Form I-179)</li> <li>7. Employment authorization document issued by the Department of Homeland Security  For examples, see <a href="#">Section 7</a> and <a href="#">Section 13</a> of the M-274 on <a href="https://uscis.gov/i-9-central">uscis.gov/i-9-central</a>.  The Form I-766, Employment Authorization Document, is a List A, <b>Item Number 4</b>, document, not a List C document.</li> </ol>
<p style="text-align: center;"><b>Acceptable Receipts</b></p> <p style="text-align: center;">May be presented in lieu of a document listed above for a temporary period. For receipt validity dates, see the M-274.</p>				
<ul style="list-style-type: none"> <li>• Receipt for a replacement of a lost, stolen, or damaged List A document.</li> <li>• Form I-94 issued to a lawful permanent resident that contains an I-551 stamp and a photograph of the individual.</li> <li>• Form I-94 with "RE" notation or refugee stamp issued to a refugee.</li> </ul>	OR	<ul style="list-style-type: none"> <li>• Receipt for a replacement of a lost, stolen, or damaged List B document.</li> </ul>		<ul style="list-style-type: none"> <li>• Receipt for a replacement of a lost, stolen, or damaged List C document.</li> </ul>

\*Refer to the Employment Authorization Extensions page on [I-9 Central](#) for more information.



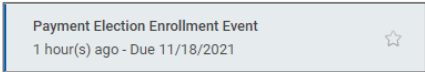
## Setting Up Payment Elections in Workday

As a new employee you will receive several tasks in Workday, one of which is setting up your payment elections. This process is required for payroll and the information entered here determines where your paycheck routes are, so be careful when entering data in this section of Workday.

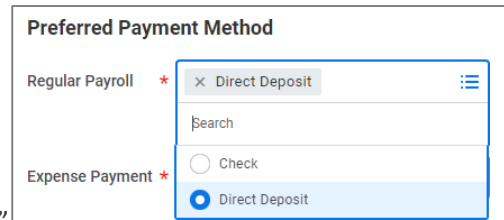
Manage Payment Elections Task:

1. Log on to Workday.

2. Click the Inbox icon  located on the upper right side of the Workday homepage.

3. Select the "Payment Election Enrollment Event"  from the Inbox menu.

4. Using the dropdown menu, select your Preferred Payment Method. Workday defaults to Direct




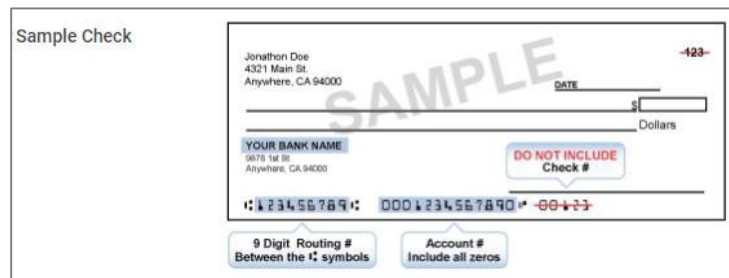
The image shows a 'Preferred Payment Method' dropdown menu. It has two sections: 'Regular Payroll' and 'Expense Payment'. Both sections have a red asterisk next to them. The 'Regular Payroll' section has a dropdown menu with 'Direct Deposit' selected. The 'Expense Payment' section has a radio button interface with 'Check' selected and 'Direct Deposit' unselected.

Deposit, but you can change this by selecting "Check."




**NOTE:** There are two Preferred Payment options; one for standard payroll and the other is for expense payments. Please make your preferred payment selections for both.

5.  If you have a checking account, refer to this sample check for your bank routing number and your account number.



The image shows a sample check from Jonathon Doe, 4321 Main St., Anywhere, CA 94000. The check is dated and has a dollar amount. It includes a MICR line at the bottom: ⑆ 23456789 ⑆ 000 234567890 ⑆ -00-123. Below the MICR line, there are two callouts: '9 Digit Routing # Between the ⑆ symbols' pointing to the first 9 digits, and 'Account # Include all zeros' pointing to the last 10 digits. A large 'SAMPLE' watermark is visible across the center of the check.

-  **IMPORTANT:** If you do not have a check, please log on to your bank or your banking app to find the routing number.

- a. **Routing Transit Number** - Unique 9-digit number.

**!IMPORTANT:** Debit card numbers are not routing numbers. **Do not enter your debit or credit number in this field.**

- c. **Account Type** - Select the appropriate account type for your direct deposit.

d. **Account Number** – Enter your entire account number beginning with any zeros.

**!IMPORTANT:** Debit card numbers are not account numbers. **Do not enter your debit or credit card number in this field.**

If you need to make changes after submitting Payment Elections, please contact payroll directly at [payroll@saintleo.edu](mailto:payroll@saintleo.edu).

## What happens when the wrong banking information is entered in Workday?

! If the wrong routing and/or account numbers are entered, your payroll deposit will be

- returned/rejected by our payroll processing company, ADP. ADP will notify the Saint Leo University payroll department via email of this return.

Saint Leo University Payroll will contact you via email about the return/rejection of your payroll funds. Once the money is returned to Saint Leo (which usually takes 3-4 days), Saint Leo will initiate a reversal and reissue process. You will then receive a paper check unless updated direct deposit banking information has been received.

All future payrolls will be issued in the form of a paper check until new banking information is processed.