



Saint Leo University

STUDENT EMPLOYEE HANDBOOK 2026-2027

Table of Contents

Student Employment at Saint Leo University	2
Student Employment Programs	2
Payroll	3
Compliance Training for Student Workers	3
Student Employment FAQ's	4
Student Rights and Responsibilities	5
Acceptable Documentation	6
Setting Up Payment Elections in Workday	7
Contact List	10

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 graduation.

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 being 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.

3. 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 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 2026-27 academic year is \$15.00 per hour, beginning September 30, 2026. Until then, the pay rate is \$14.00 per hour.

Payroll documents are required after a student has been offered a student worker position. Human Resources provides these documents electronically through Workday. Student workers may not begin work until all payroll documentation has been completed and approved. Student workers are also required to present original, unexpired forms of identification to Human Resources to verify their identity and authorization to work in the United States. These forms of identification are required to complete the federal Form I-9.

A complete list of acceptable forms of identification 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) 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 enter 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. Blood Borne Pathogen training is required for: Athletics, Wellness Center, Campus Safety, Benedict's Coffeehouse, Residence Life, Lab Assistants, and Facilities.

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 "MORE" tab, click "Student" 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 **15 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 15 hours per week.

How much will I earn?

You'll earn **\$15.00 per hour starting September 30, 2026**. Until then, the pay rate is **\$14.00 per hour**. Students holding FWS positions may not earn more than their awarded amount.

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.

When can I start working?

Student employees are permitted to begin work after receiving formal clearance from Human Resources via email. For the 26-27 academic year, student employment begins on August 24, 2026, and ends on May 1, 2027.

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.

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 by Human Resources 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 **15 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 before students can begin 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. (See next page for list of acceptable documents).

NOTICE FOR INTERNATIONAL STUDENTS: As an international student you will need to obtain a social security card **prior to being hired at Saint Leo**, 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 must be **UNEXPIRED**

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

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
1. U.S. Passport or U.S. Passport Card		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		1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		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		2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph		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
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card		4. Native American tribal document
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status 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.		5. U.S. Military card or draft record		5. U.S. Citizen ID Card (Form I-197)
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		6. Military dependent's ID card		6. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		7. U.S. Coast Guard Merchant Mariner Card		7. Employment authorization document issued by the Department of Homeland Security
		8. Native American tribal document		
		9. Driver's license issued by a Canadian government authority		
		For persons under age 18 who are unable to present a document listed above:		
		10. School record or report card		
		11. Clinic, doctor, or hospital record		
		12. Day-care or nursery school record		



Documents that Establish Both Identity and Employment Authorization

or



Documents that Establish Identity

+



Documents that Establish Employment Authorization

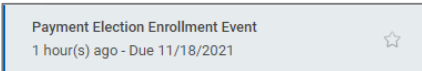
Setting Up Payment Elections in Workday

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:

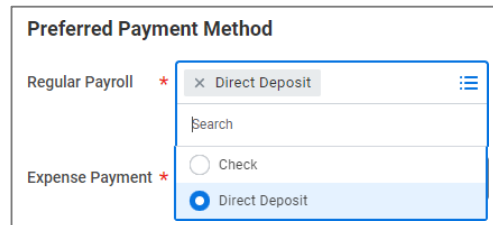
1. Log on to Workday.

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

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

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

but you can change this by selecting “Check.”

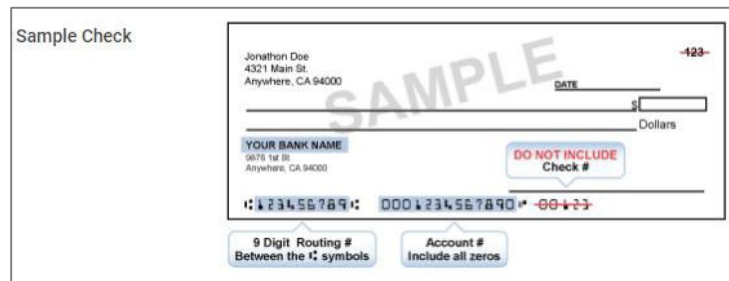


The screenshot shows a form titled "Preferred Payment Method". It has two sections: "Regular Payroll" and "Expense Payment". Each section has a red asterisk. The "Regular Payroll" section has a dropdown menu currently showing "Direct Deposit" with a search bar below it. The "Expense Payment" section has two radio buttons: "Check" (unselected) and "Direct Deposit" (selected).



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 screenshot shows a "Sample Check" form. It includes fields for the payee's name and address, a date field, a dollar amount field, and a line for the bank name. The bank name field is labeled "YOUR BANK NAME" and has a placeholder "9876 1st St, Anywhere, CA 94000". The check number field is labeled "DO NOT INCLUDE Check #". The MICR line at the bottom is "⑆123456789⑆ 0001234567890 ⑆-99-123-". Annotations point to the routing number "123456789" and the account number "0001234567890".

 **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.

!

b. **Bank Name:** Not a required field but it is recommended that you enter your bank name.

Account Type☐ Savings

- !

- !

Page 9 of 10

Contact List

Department	Phone	Email / Portal	Location
Student Employment	352-588-7226	student.employment@saintleo.edu	St. Francis Hall, 102
Human Resources	352-588-7226	HR@saintleo.edu	St. Francis Hall, 102
Financial Student Services	352-588-2346	sfs@saintleo.edu	St. Edwards Hall, 1 st Floor
Safety	352-588-8432	campus.security@saintleo.edu	University Safety (Main Entrance)
Payroll	352-588-6650	payroll@saintleo.edu	Benedictine Hall, 3rd Floor
IT	352-588-8888	helpdesk.saintleo.edu (portal)	Dept. of Information Technology