

Student Employment at Samuel Merritt University

Background

The Federal Work-Study Program encourages the part-time employment of students who want to work in order to help pay for their cost of education.

Limitation of Work Hours

To ensure a balance between study and work experience, students are limited in the number of hours they can work.

- During the academic year: students can work a maximum of 20 hours/week and 8 hours/day, while they are taking classes
- During breaks and summer vacation: students can work a maximum of 40 hours/week and 8 hours/day.

Required Breaks

- Students working more than 5 hours are required by law to take a ½ hour unpaid lunch break by the end of the 5th hour.
- Students may take a paid 10 minute break every 4 hours

NOTE: These shift maximums are mandated by Samuel Merritt University policies and federal law and must not be exceeded.

- Students are free to work in several departments as long as they adhere to these shift limitations.
- Work exceeding 40 hours per week and 8 hours a day require overtime pay.
- Students working for multiple departments should be monitored to avoid working overtime.

Hourly Pay

- Most student employee positions pay \$12.00/hr.
- Hours worked after 6:00 p.m. are paid an additional .25 cents/hour

Example: *If a student starts work at 8:00am they must take their meal break before 1:00pm.*

Submitting Timecards

- A student timecard must be submitted for each pay period worked.
- Timecards are due to the Campus Service Center by 4:00 p.m. on the Thursday before each pay period end date.
- A timecard must be submitted for each period. Students cannot submit one timecard for hours worked in two different pay periods. Multiple timecards should not be accumulated and submitted.
- Each time card must have the:
 - correct shifts worked,
 - correct number of hours noted,
 - authorized supervisor's signatures in ink,
 - student's signature in ink,
 - correct cost center department and noted hours

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- To ensure that their time cards are on time, students working the Saturday of the pay period end may, no later than 10:00am on Monday, either:
 1. drop off their time cards in person at the Campus Service Center, or
 2. fax a signed copy to the Campus Service Center at 510-869-1551, or
 3. email a signed, scanned copy via PDF (as long as they follow up with the original) into the Campus Service Center
(campusservicecenter@samuelmerritt.edu)

Payments for each pay period:

- Student checks can be picked up at the front desk of Bechtel Hall the Friday after the pay period end date (after 3:00pm).

Late time cards:

- If a late timecard is turned into the CSC by 4:00 pm on Thursday, on a non-payroll week, the student will receive a manual check, even if they are signed up for direct deposit.
- Student Payroll is processed weekly. If a timecard is turned in Thursday, by 4:00 pm, a check will be cut on Friday of the same week and can be picked up at the front desk of Bechtel Hall (after 3:00pm).

Listing Work study Positions

SMU Student Work Study positions are posted and updated regularly on the website at:
<http://www.samuelmerritt.edu/jobs&type=Student>

- Faculty and staff interested in hiring a Student Assistant should contact Maria Salas in Human Resources at x.5350 (510.869.6511 x.5351).
- After a request (job description) has been emailed to Human Resources, the available opportunity will be posted on the University website at <http://www.samuelmerritt.edu/jobs&type=Student>
- Students will contact faculty or staff members directly regarding available posted positions.

If you are a student interested in employment, or a faculty or staff member interested in obtaining student assistance you may contact Maria by phone at x.5350 (510.869.6511 x.5351) or by e-mail at msalas@samuelmerritt.edu. She is located at 435 Hawthorne, Oakland, CA 94609.