



HUMAN  
RESOURCES

**University of the Incarnate Word**

**Student Employment Training**



# Employment Process

Students newly employed at UIW must complete the forms indicated below. Returning students who have been employed with UIW in the past 12 months do not have to complete this step unless informed otherwise.

## Employment Forms

- Form I-9: Employment Eligibility Verification requires original forms of ID, copies not permitted
- Form W-4: Employee's Withholding Certificate for tax purposes
- Direct Deposit Form: to set up direct deposit of paycheck to bank account
- Background Check: required depending on job duties

Human Resources (HR) will send student information to Payroll for Web Time Entry setup. Once set up, students will be able to see the timesheet in BannerWeb. Students shall not work until Web Time Entry setup is complete. Once the timesheet is in BannerWeb, students may begin working the schedule set by the supervisor.



# Timesheet Access

As a reminder students may only begin working once the timesheet is available on banner web.

[Click here](#) for for information on how to access the timesheet and complete web time entry.

[Click here](#) to access the Payroll Office page for further Payroll information.



# Hours and Timesheets

- Students may not work unless a timesheet exists in Web Time Entry
- Students may not work more than 20 hours per week (Sunday – Saturday)
- Students shall not “bank” hours. Students shall not work 40 hours in week 1, no hours in week 2, and split the difference (20 hours/20 hours) on the timesheet
- Students shall not report hours that were not worked, even if the student planned to work the hours
- Students shall not be paid for hours worked by another employee and should only report hours actually worked
- Students shall not report breaks, lunch hours, sick days or vacation/personal days as time worked. Breaks, absences or leave days are unpaid
- Students are responsible for accurately reporting hours and days worked. The supervisor certifies the hours that are reported on the timesheet
- Students are responsible for submitting the timesheet to the supervisor on time so deadlines are met for Payroll



# Pay Information

- Student employees are paid twice a month
  - Please see [Semi-Monthly Payday Schedule](#) for additional details
  - Please see [Direct Deposit Instructions](#) for additional information



# Student Employees Responsibilities on the Job

Student employees are responsible for:

- Showing up ready to work on time on the days scheduled
- Doing the work assigned
- Asking questions if there is something that is not understood
- Following workplace policies and procedures (arranging time off ahead of time, calling in if feeling sick or must be absent from work, dressing appropriately, respecting coworkers and supervisor, and any other policies and procedures the supervisor has outlined)
- Accurately tracking and reporting hours worked
- Proofing the time sheet to ensure the hours worked are correct
- Student employees shall follow all safety rules and regulations and promptly report any on the job illness or injury to the supervisor



# Student Employees Rights on the Job

Student employees have the right to:

- Have the job defined and explained
- Have questions answered
- Receive respect from coworkers and supervisor
- Request a break (unpaid) or lunch period (unpaid) if working an extended day
- Fair treatment
- A safe workplace free from discrimination, harassment and violence
- Terminate employment (quit) at any time



# Supervisor Responsibilities

The supervisor is responsible for:

- Defining the job and job duties
- Interviewing/hiring student employees
- Requesting employment for students
- Assigning hours/days to be worked
- Training/orienting student employees
- Tracking performance and providing job-related guidance/ advice
- Tracking and certifying hours worked
- Approving time sheets on time the day they are due
- Address any conduct issues





# Supervisor Rights

The supervisor has the right to:

- Offer or decline to offer employment
- Respect from student employees
- Fair treatment from student employees
- A safe workplace free from discrimination, harassment and violence
- Terminate employment (let the student go) at any time



# Frequently Asked Questions

**Q. Am I able to work whenever I want to?**

A. No. Your hours and days are set by your supervisor. If there are problems and you can't work specific hours/days, you'll need to discuss this with your supervisor.

**Q. How many hours can I work a week?**

A. You can work up to 20 hours per week, at your supervisor's discretion.

**Q. How much will I get paid per hour?**

A. Hourly pay rates are set by your supervisor. If you have questions regarding your pay, ask your supervisor.

**Q. I don't like my job, may I quit?**

A. Yes. Employment at UIW is *at will*. But you are not *guaranteed* another position. If you're not working, you will not be paid.

**Q. May my supervisor fire me?**

A. Yes. Employment at the University is *at will*. Your supervisor can terminate your employment.



# Who To Contact

<b>Department</b>	<b>In Reference To:</b>
<p>Human Resources Office 210-829-6019 <a href="mailto:uiwhr@uiwtx.edu">uiwhr@uiwtx.edu</a></p>	<ul style="list-style-type: none"><li>• Employment documentation (I-9, W-4)</li><li>• Background check</li><li>• Employment issues unresolved with supervisor</li></ul>
<p>Payroll Office 210-829-6090 <a href="mailto:payroll@uiwtx.edu">payroll@uiwtx.edu</a></p>	<ul style="list-style-type: none"><li>• Copies of W-2s</li><li>• Questions regarding timesheets</li><li>• Issues with paycheck</li></ul>



# Reference Materials

- [Student Employment Handbook](#)
- [Student Employment Website](#)