

Hiring and Supervising Student Workers

1. Advertise open positions on the [Opportunities Board](#) where students can view and apply for jobs. Contact student employment if you are dissatisfied with the caliber of applications you receive.
2. You must notify Student Employment via the Report a Hire form on the [Opportunities Board](#) at least 3 days before a student's start date. You can report a hire up to 3 months in advance.
3. Students may only be hired through the end of each fiscal year. If you intend to employ a student worker beyond the end of a fiscal year, you will need to re-hire the student.
4. Students may work up to 19 hours per week when classes are in session and up to 40 hours per week during official PLU breaks. The limit represents the sum of all hours worked on campus.
5. Undergraduate students must be enrolled in at least 6 credits and graduate students at least 4 credits to be eligible for student jobs. PLU cannot employ students under age 18.
6. Students must submit an [I-9](#) and [W-4](#) to Student Employment and sign the [Student Worker Rights and Responsibilities](#) form before beginning their first on-campus job. It is your responsibility to discuss this paperwork with each student worker before scheduling their first shift. Check if a student has submitted the proper paperwork by emailing stuemp@plu.edu.
7. Updated minimum wage can be found on the [FAQ's of Student Employment](#). All student jobs must be paid hourly and all job-related training must be paid. Students cannot be paid by stipend or award and cannot be paid as independent contractors. Exceptions are extremely rare and must be approved by student employment in advance.
8. Breaks are legally mandated any time a student works at least 4 hours. Breaks cannot be combined, may not be taken at the very start or end of a shift, and are not optional, even if the student prefers not to take a break. Students must take a 10 minute paid break if their shift is at least 4 hours long. and must take a ten minute break *and* a 30 minute unpaid break if the shift is more than 5 hours long. If the shift is 7 hours or longer, additional breaks may be required.
9. Students log their worked hours in a [Banner time sheet](#). It is illegal for you to ask a student to log hours at a time they did not work.
10. Most international students must [request a social security card](#) before they are eligible to begin working. This process can be initiated once the student has accepted a job offer. Obtaining a social security card usually takes at least 3 days.

11. Student workers are entitled to [paid sick leave](#). Beginning January 2020 students may be eligible for the [WA Paid Family Medical Leave program](#). Learn more about paid leave for students on the student employment website.
12. Here is the [status change form](#) where you can submit changes including, job title, pay rate, termination and FOAP changes.a