

Hiring and Supervising Student Employees

Revised 11.3.2023

Student Employment Eligibility

- The minimum enrollment requirement for on-campus employment is 6 credits per semester for undergraduate students and 4 credits per semester for graduate students.
- The majority of student's work activities must be performed within the state of Washington due to tax regulations. For this reason, students enrolled in a low-residency program and residing outside the state of WA, or studying away, are not eligible for student employment through PLU. Students are not eligible for remote work if they live out of state.
- Most international students will need to request a [social security card](#) and complete [student new hire paperwork](#) before they can start working. This process takes approximately 3-5 days, and an employment offer must be accepted before the student can apply.
- By law, student workers must be 18 years of age or older to work for PLU. Please check with a student that they are at least 18 before extending an employment offer.

Advertising Job Openings

- Open positions can be posted on the [Opportunities Board](#). Students can view available jobs and submit their resume and additional documents for consideration.
- If you are a new supervisor or don't have access to your Opportunities Board account, please email stuemp@plu.edu.

Hiring Process

- Once a candidate has been selected and offered a position, please complete a Report a Hire form to notify Student Employment at least 3 days prior to their start date to allow time to request and process the [student's new hire paperwork](#). New hires can be reported up to 3 months in advance.
- Students are required to submit an [I-9, W-4, and Student Worker Rights & Responsibilities Agreement](#) **before** their first day of work. Students that have already completed an I-9 and W-4 for a previous on-campus job do not need to submit these forms again. Please confirm all paperwork has been submitted prior to scheduling the student's first shift by emailing stuemp@plu.edu.
- All student positions are terminated 05/25/xx, unless noted as otherwise on their Hire Request. Supervisors are required to complete [Job Extension Forms](#) for positions that require students to work through 06/10/xx. Students that work **past** June 10th will need to be re-hired for the summer by submitting a new [Hire Request Form](#).

- All student positions are paid hourly at a rate equal to or greater than the current minimum wage. Students must receive compensation for all job-related training and work activities. Student employees cannot be paid using stipends and may not be hired as independent contractors. Exceptions to this policy are extremely rare and require approval from Student Employment.

On the Job

- Students can work up to **19** hours per week while classes are in session, and up to **40** hours per week during official PLU breaks. Students with more than one job are still subject to the **19** hour per week limit for all on-campus positions combined.
- Student employees are legally required to take one paid **10** minute break for all shifts lasting **4** hours or more. For shifts lasting **5** hours or more, one paid **10** minute break *and* a **30** minute unpaid break must be taken, and cannot be combined or used at the beginning or end of a shift.
- Students log their worked hours on their [Banner time sheet](#). It is illegal for you to ask a student to log hours at a time they did not work. If hours are not submitted on time they must submit a [paper timesheet](#).

Additional Information

- Please contact student employment if you would like assistance posting or advertising open positions.
- Please report all changes to student employees' job title, salary, dates of employment, and FOAP modifications using the [Status Change Form](#). If the position requires more than one change (e.g. job title *and* salary), you are required to submit a new Hire Request Form.
- All student employees are entitled to [paid sick leave](#). Effective January 2020, student employees are also eligible for the [WA Paid Family Medical Leave Program](#).