

TO: All Departments Hiring Students

FROM: Roxana Lima, HR Assistant

SUBJECT: Student Hiring - Fall 2023

Request to Fill & Appointment Notices are now being accepted

DATE: June 26, 2023

We are preparing to process the hiring of student employees for the Fall 2023 session.

Please use INTERVIEW EXCHANGE(IE) for all Request to Fill and Appointment Notices:

<http://www.interviewexchange.com/login.jsp>

*Please note that Request to Fill and Appointment Notices are separate forms and both must be submitted.

**** Departments only require one Request to Fill per semester****

PLEASE TITLE FORMS USING THE FOLLOWING FORMAT:

Request to Fill: "Your Department - Fall 2023"

Appointment Notice: "Student Last Name, First Name- F23"

APPOINTMENT NOTICES- INTERVIEW EXCHANGE	
New Student Hire	<ul style="list-style-type: none">• New appointment notice must be completed for each student.• Student must complete new hire paperwork online and make an I-9 appointment with Human Resources before they can start working.• HR will initiate the onboarding process once the appointment notice is received.
Returning Student	<ul style="list-style-type: none">• New appointment notice must be completed for each student.• If student hasn't worked for over a year, they must complete new hire paperwork online and make an appointment with Human Resources to complete the I-9 process.

Please note that graduating students cannot work past the graduation date.

STUDENT FALL EMPLOYMENT MUST END NO LATER THAN: JANUARY 21, 2024

Work Guidelines

Students can work a maximum of 20 hours per week when classes are in session and 29 hours a week when the campus is on break. We encourage students not to work more than 8 hours a day. Please note that the work week isn't Monday- Friday, the week starts Thursday and ends on Wednesday.

When creating work schedules, supervisors are advised to consider the student's course schedule.

Students may continue working until the end of their authorized period of employment. When a student has exhausted their Federal Work Study award, we will automatically convert the student to a Student Assistant so they can continue working. We will notify supervisor by email when the conversion occurs.

Students may not, under any circumstance, continue to work as a CWS/SA once they have graduated.

Timesheets

Supervisors should not sign and submit timesheets for students. The student must enter their hours and send timesheet to supervisor for approval.

Students are paid at an hourly rate only for hours actually worked. Falsification of a timesheet by a student is a serious offense. It is the **supervisor's responsibility to verify the accuracy of the time record and approve or deny it** no later than the Friday after the last day of the pay period.

Breaks

A meal break of a minimum of 30 minutes of unpaid time must be taken when a student works more than 6 consecutive hours. This unpaid break must be recorded on the timesheet.

Job Postings

For assistance with student job postings, please contact the Nexus Center:

[934-420-2296](tel:934-420-2296) / nexuscenter@farmingdale.edu

