Student Employment Manual

Student Employment Eligibility

International students must obtain a regular Social Security Number upon receiving an on-campus job to be paid by Direct Deposit. A student may not apply for an SSN more than 30 days before the start of their employment. For further information: <u>https://www.uakron.edu/international/</u>

Additional Student Employment Eligibility Information All Student employees Spring Break

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Needs to be completed when:

### Paydays

Generally, all student employees are paid bi-weekly. Student employee paydays correspond to staff paydays throughout the year. A bi-

https://www.uakron.edu/controller/payroll.dot

# Paychecks and Direct Deposit

First Paycheck: A student's first paycheck will need to be picked up in person at <u>Payroll</u> at the Payroll Office window located in the Administrative Services Building. The university pays on a two-week delayed pay schedule. A student employee will be able to claim their first paycheck three to four weeks after beginning work.

Direct Deposit is not available until after their first paycheck has been claimed.

Student employees may choose to pick up their subsequent paychecks at the Payroll Office or plan to have the paycheck automatically/directly deposited. Student employees can sign up for Direct Deposit by completing the Payroll Direct Deposit Participation form. International students cannot sign up for Direct Deposit until they have received a Social Security Number. Paychecks will not be mailed to student employee unless circumstances requiring a mailed check is permitted.

Last Paycheck: Will be issued two to three weeks after the student employee stops working.

## Holidays - Vacation - Sick Leave

Holidays: In general, student employees shall not be required to work on University observed holidays. However, some university offices may be required to maintain services on certain holidays. On such days, students may be scheduled to work. Student employees who are scheduled to work on holidays shall be paid for hours worked at their regular rate of pay. Student employees who are not scheduled to work on holidays will not be eligible for pay.

Vacation: Paid vacation time is not available for a student employee. Arrangements for "time off without pay" must be made with the employing department supervisor.

Sick Leave: Sck leave pay is not available for student employees. In the event of illness, the employee must notify their supervisor as early as possible on each day of absence. Failure to give notification will be just cause for appropriate disciplinary action.

Jury Duty Pay: Jury Duty pay is not available for student employees.

#### Unemployment Compensation

In accordance with the provisions of Section 4141.01 - 4141.43 inclusive, of the Ohio Revised Code, student employees of the university who are enrolled and regularly attending classes at the university during employment are not eligible to receive unemployment compensation benefits. The <u>Ohio Department of Job and Family Services</u> administers the Unemployment Compensation Program and further information is available through their office.

#### Injury-Workers Compensation

All student employees of The University of Akron are covered by the Workers Compensation Program during the hours they are working for the university, provided the injury occurs within the course and scope of university employment. If a student employee is injured, the department supervisor shall be advised of the injury as soon as possible. Workers Compensation information and forms may be obtained from the Department of Human Resources Office, Benefits Administration. Further information may be obtained by calling 330-972-7090.

#### In Case of Emergency

If an emergency were to occur involving a student employee, please contact the University of Akron Police Department (UAPD) at 330-972-2911. If available, you may be able to utilize one of the blue-light emergency phones that are positioned across campus.