

## **Student Worker General Policy:**

Student workers can be funded through federal funds or state funds. Federal College Work Study Students at ULM are called “04” workers and State College Work Study Students are called “03” workers. To determine if a student is eligible for federal college work study funds a student must file a FAFSA (Free Application for Federal Student Aid) form on a yearly basis and request college work study on the application. If the student qualifies, these funds are awarded on a first come, first serve basis. Federal funding is limited. If a student is not eligible for federal college work study, they may qualify for state work study. State work study (student labor funds) is dependent on the individual department’s budget. Only if the department has student labor funds, can a student be hired.

Student workers, regardless of the type (03 or 04), are only allowed to work up to 20 hours a week while school is in session. In order to work, a student must be enrolled at least half time. This is 6 hours for undergraduate and 5 hours for graduate students in the fall and spring semesters and 3 hours in at least one summer session.

During the interim period before the fall semester, only students who are working during the summer and the students returning from the previous positions from the spring will be allowed to work. For example: if a student worker worked in either the prior Spring semester or one of the summer sessions and has registered for the Fall semester, that student may begin working during the interim period between Summer 2 and Fall. This is usually about a two week period.

During the interim period before spring semester, only students who are returning from the previous positions from the fall and enrolled in the spring semester will be allowed to work. During the interim period before the summer session, only students who are returning from the previous positions from the spring and enrolled in the summer session will be allowed to work.

New College Work Study recipients (03 or 04 workers) are not allowed to work during an interim period. They may begin work on the first day of classes, but they must be enrolled at least half time and have the appropriate paper work completed.

Students are not allowed to work during scheduled class times. If a student drops below half time or resigns from school, they are no longer allowed to work and must be dismissed.

Student workers classified as “04” workers (Federal College Work Study) who have accepted their award must go to the Financial Aid Office to pick up their College Work Study authorization card. They will then be instructed on the job placement process. The “04” workers are not allowed to work in more than one department during the same semester.

Student workers classified as “03” workers (State Student Labor) must go to the Payroll Office for instructions on how to be hired and the necessary paper work that is required. The “03” workers are allowed to work in more than one department during the same semester, but they still can not work over 20 hours a week.

Any exceptions to the above must be requested and sent to the Controller for approval.

## **Policy for Students Working during the Summer Sessions, but not Enrolled**

A student can be allowed to work during the summer sessions if they are not enrolled in class. These students must qualify as a “Bona Fide Student”. To qualify as a “Bona Fide Student” and be eligible to work during the summer session, a student must have been enrolled as a full-time regular student in the prior Spring semester and completed that semester and has enrolled for the Fall semester. A “bona fide student” shall retain his student status during the summer breaks.

These students will be allowed to work up to a maximum of 25 hours per week during the summer sessions. This work is also dependent on the department having the appropriate funds to pay the students. The students are paid from expense code 1230. Paper work for these students is processed through Human Resources (A Payroll Action Form “B” must be completed by the hiring department). These students will be paid on a biweekly basis during the summer.

Amendment effective for summer 2008:

### **HOURS 03 AND 04 WORKERS CAN WORK**

Students may work up to 40 hours per week May 12, 2008 thru May 30, 2008 (Summer Intersession) if the student is not enrolled in the Intersession. Departments must email Payroll the list of students they are requesting to work between 25 and 40 hours a week during this period.

Students may work up to 25 hours per week June 2, 2008 thru July 31, 2008 depending on the departmental funds (03) or their financial aid budget (04).  
(Summer I and Summer II classes are in session.)  
Summer I budgets begin May 10, 2008 and end June 30, 2008.  
Summer II budgets begin July 1, 2008 and end July 31, 2008.

Students may work up to 40 hours per week August 1, 2008 thru August 15, 2008.  
(Classes are not in session between Summer II and fall)

Starting August 18, 2008 students go back to working up to 20 hours per week.  
(Fall Semester classes are in session)  
Fall budgets begin August 1, 2008 and end December 12, 2008.

Students (03 workers only) who were full time in the spring and returning in the fall are eligible to work even if there are not enrolled. They are considered a “Bona Fide Student”, but because they are not in school their pay is subject to social security and Medicare taxes. They must adhere to the summer hours listed above and of course this depends on the department’s budget.