

**\*\* IMPORTANT: Beginning of the Semester Reminders \*\***

August 5, 2021

TO: Student Employee Supervisors/HR Contacts  
FROM: Student Employment Office  
Scholarships & Financial Aid  
SUBJECT: Beginning of the Semester Reminders

**Utilizing Work Study Funds**

It is the hiring department's responsibility to ensure that the work study certificate is reviewed to determine the type of funds awarded.

- Federal Work Study – Students awarded these funds may begin working August 8th.
- State of Texas Work Study – Students awarded these funds cannot work prior to September 1st. Any work done prior to September 1st will be billed back to the department at 100%.

**Proof of Class Schedule and Setting Scheduled Hours Per Week**

It is important that the student's class schedule is used when developing the student's work schedule. Both documents should be retained in the student's HR file. Unless the supervisor authorizes extra hours of work, the student should follow the set work schedule.

**Working During Scheduled Class Time Is Prohibited**

Regulations and University Standard Administrative Procedure 33.99.08.M0.01 do not allow students to be scheduled for work during scheduled class times. This includes online courses. Exceptions are permitted if an individual class is cancelled, if the instructor has excused the student from attending for a particular day, or if the student is receiving credit for employment in an internship, externship, or community work-study experience. Any such exceptions must be documented in writing and placed in the student's HR file.

**Paying Nonfederal Share of Federal Work Study with Other Federal Funds**

The hiring department's share of a student's federal work study wages is 25%. Funds from programs sponsored by federal agencies (such as The National Institute of Health, National Science Foundation, etc.) may be used to pay this share, if the federal agency programs have the authority to pay student wages. It is the hiring department's responsibility to contact the appropriate federal agency to see if the program in question has this authority.

**Form I-9 and E-Verify Reminders**

As a condition of their employment, student employees are required to complete a [Form I-9](#) and electronically submit it to [E-Verify](#). Submitting the information to E-Verify requires a Social Security Number.

Employees must complete and sign Section 1 of the Form I-9 no later than the first day of employment. Section 2 must be completed by the employer, with the employee present, within 3 business days of the hire date.

Because Section 2 requires the employer to review original documents, supervisors should share the information below when interviewing or hiring student employees:

- Students should Review the lists of [acceptable documents](#) that they are required to present to the employer so that Section 2 can be completed. All documents must be unexpired and originals. **Photocopies will not be accepted.**
- If a student does not have a SSN at the time the Form I-9 is being completed, they have up to 45 days to obtain a SSN. Once obtained, the students should notify their HR contact. Failure to provide a SSN may result in their employment termination.
- International students should refer to [this page](#) for more information.

If Section 2 cannot be completed within 3 business days of the employee's first day of employment, employees must be terminated from the position. Knowingly hiring and continuing to employ unauthorized workers may result in fines and penalties for Texas A&M University.