** IMPORTANT: Beginning of the Semester Reminders **

December 6th, 2021

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

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- Student Employment 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.

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 student should notify their HR contact. Failure to provide a SSN may result in their employment termination.
- International students should refer to USCIS webpage for Foreign Academic Students 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.

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.

For questions, contact the Student Employment Office at JobforAggies@tamu.edu or call 979-845-0686.