



Student Assistant Employment Handbook



Georgia State University College of Law
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Introduction

This handbook provides general information regarding student employment at Georgia State University College of Law and is designed for Student Assistants, Federal Workstudy Assistants, Pantherworks Assistants, and Honors College Assistants. This handbook includes information including employment eligibility, conditions of employment, duties and assignments, work hours, time reporting, compensation, working conditions and student assistant responsibilities and rights.

The College of Law reserves the right to amend, supplement, or rescind any portion of this document as appropriate. Student assistants will be notified of such changes to the handbook.

General Student Employment Information

Purpose of Student Employment

The purpose of student employment in the College of Law is to:

- Provide useful and supportive services to the various academic and administrative programs and/or departments within the College.
- Provide students with valuable employment experiences related to their educational and professional career goals.
- Assist with financial support to help meet the cost of attending college.

Employment Eligibility Requirements

Students who have been admitted to the university may not work as a student assistant prior to their actual enrollment.

Students must be enrolled at least half time to be eligible for student employment. Graduating seniors who are enrolled below half time during the final term their degree may work as a student employee if they can provide to their supervisor written proof of their enrollment status. After graduation, students may be employed by the College of Law in a non-student category.

Student employees must be in good academic standing and must maintain a minimum grade point average (GPA) of 2.0 to qualify for and continue their employment. Student employees with a GPA below a 2.0 should terminate their employment immediately.

Employment “At-Will”

Student employment with the Georgia State University and the College of Law is "at-will." An “at-will” employment status means that a student assistant may terminate his/her employment at any time with or without notice or cause. It also means that the College and University may terminate a student’s employment, at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law. In addition, the University and College may alter a student assistant’s status, hours, and schedule at its discretion with or without notice or cause.

There is no guarantee to student assistants, in any manner, that employment is for any set period of time. No one has authority to make verbal statements that change the at-will nature of student employment at Georgia State University.

While the university generally adheres to and is encouraged to enforce a progressive disciplinary process, it is not bound or obligated to do so for student assistants. Student assistants with concerns about work conditions may bring these concerns to the attention of their immediate supervisor. If the situation is not satisfactorily resolved by the supervisor, a student assistant may contact the College’s Human Resources Officer at 404.413.9065 for further assistance.

Work Hours & Scheduling Limitations

- Student assistants may only work up to 8 hours a day and there is no exception to this policy.
- Student assistants may work up to 20 hours per week during regular academic periods and up to 40 hours per week during academic breaks. This hourly restriction is inclusive of all student employment categories at Georgia State University.
- Student assistants do not qualify for overtime and are not legally covered by overtime provisions. Student assistants should never exceed 40 hours of work per week.
- Georgia State University’s Federal Work-Study Program includes the provision that student assistants under this program cannot earn in excess of their academic semester/year award. Please refer to your direct supervisor for additional information. You may also contact the College’s Human Resources Officer at 404.413.9065 or the University’s Federal Work Study Program Coordinator through Georgia State University’s Financial Aid Department at 404.413.2000.
- Georgia State University’s Honor College Program includes a provision that student employees under this program cannot earn in excess of their academic semester/year award unless supplemented by their hiring department. Please refer to your direct supervisor for

additional information. You may also contact the College's Human Resources Officer at 404.413.9065 or the Honor College Program Coordinator at 404.413.5571.

- Student employees graduating from the University may work as student assistants until the last day of regularly scheduled final exams. Please consult the University's Academic calendar for these dates. After graduation, students may be employed by the College of Law or Georgia State University in a non-student category.
- The only exception to the aforementioned guideline is international student employees. International student employees have established work authorization expiration dates that may end prior to the last day of final exams for the effective term(s) of employment.

Concurrent Appointments

Student assistants may work concurrently in other departments per the provisions of their appointment status and as long as they don't exceed a combined total of 20 hours per week during a regular semester and 40 hours per week during a semester break. Students may not, however, work in two concurrent employment categories (i.e. student assistants cannot work as both a regular student assistant and Workstudy assistant simultaneously).

Compensation

Salaries for student assistants should be based on both the employment type and the complexity of duties assigned to the student. It is the department's responsibility to establish job duties and consider budgetary provisions to ensure that student employees are compensated appropriately and equitably for the work assigned. Students employed as Federal Workstudy students, Pantherworks students, and Honor Program students, should be compensated based on the funding provisions of these programs.

Benefits/Parking/Workers' Compensation

Student assistants are paid only for time actually worked. Student Assistants do not accrue vacation, sick or holiday credit and are not eligible for employee parking, or health and wellness benefits.

If a student employee suffers an injury on the job or due to his/her job, the student assistant is entitled to Workers' Compensation benefits. Student employees must immediately notify their supervisor, the College's Human Resources Officer, or the University's Safety & Risk Management Workers' Compensation Specialist at 404.413.9549.

Employment Search

Student Assistants

The Georgia State University Career Services' Panther CareerNet system is used to post student assistant job announcements. Students may apply for jobs from this site. To access Panther CareerNet , visit the Career Development Center link: <http://www.gsu.edu/career/jobs.html> or contact the center at 404.413.1820.

Federal Work Study Student Assistants

The Federal Work-Study Program provides jobs for undergraduate and graduate students with financial need, allowing them to earn money to help pay education expenses. The program encourages community service work and work related to each student's course of study. An annual Work Study Fair is used to recruit work study student assistants, this is typically held in before the fall semester begins each year. The Georgia State University Career Services' Panther CareerNet system is used to post Work Study student assistant job announcements. Students may apply for jobs from this site. To access Panther CareerNet , visit the Career Development Center link: <http://www.gsu.edu/career/jobs.html> or contact the center at 404.413.1820.

Panther Works Student Assistants

The Panther Works Program provides jobs for undergraduate students with financial need who do not qualify for other assistantship programs, allowing them to earn money to help pay education expenses. The program encourages work related to each student's course of study. The Georgia State University Career Services' Panther CareerNet system is used to post Panther Works student assistant job announcements. Students may apply for jobs from this site. To access Panther CareerNet , visit the Career Development Center link: <http://www.gsu.edu/career/jobs.html> or contact the center at 404.413.1820.

Honors College Student Assistants

The Honors College at Georgia State University identifies high-ability freshmen to participate in the University Assistantship program. Selected students are matched with a department or office of interest, providing an opportunity for students to work in an administrative capacity, on special projects, or research. For additional information on this program you may contact the College's Human Resources Officer at 404.413.9065.

Student Assistant Onboarding Process

Student employees must complete official employee registration with the University's Payroll Services Department before beginning work. A hire packet must be completed within 3 days of an employee's date of hire. Student Assistant Hire Packets are available online at

<http://www.gsu.edu/hr/payroll/new-hire-packet.html>. Student assistants will need to present documents that satisfy employment verification (I-9) requirements. Student assistants should not expect to have access to University employee websites and departmental email until approximately 5-7 business days after the student submits a completed hire packet to the Payroll Services Department (3rd Floor One Park Place South) and a departmental appointment action has been processed by the Human Resources department.

Following the initial onboard process Student Assistants will have access to a system called Automated Data Processing (ADP) for self-service personnel management. Instructions on registering for this system are found at <http://www.gsu.edu/hr/34376.html>.

International Student Assistants

International student assistants who have never applied for a Social Security Card will need to obtain instructions on how to apply for one from the International Student Services Office at 404.413.2070. After completing a student Assistant Hire Packet (<http://www.gsu.edu/hr/payroll/new-hire-packet.html>), the student assistant should discuss his/her tax withholding options with the University's Payroll Department (3rd Floor One Park Place south).

Work-Study Student Assistants

The student employee must obtain and submit a signed Federal Work Program Supervisors Agreement Form and a Student Rights and Responsibilities Form. This information should be sent to the Office of Student Financial Aid, Sparks Hall Room 102 before proceeding with the onboarding process.

Orientation and Training

The immediate supervisor has overall responsibility for ensuring that new student employees receives a full new student employee orientation and any necessary training while employed as a student assistant. Orientations and training may vary from department to department.

Ethics Compliance

Ethics compliance training is part of the University System of Georgia's efforts to enhance compliance with state and federal regulations as well as promote ethical conduct by All USG employees. Student Assistants are required to take this course. To access the course student assistants should follow the instructions below:

1. Have your campusID and password ready. (Hint: You already use these for accessing the Profile Manager, PAWS, Banner, etc.)
2. Go to the GSU home page and click on ULearn in the upper right-hand corner. This will bring you to the ULearn login screen. Log in using your campusID and password. TIP: *This training works best using Internet Explorer as your web browser.*
3. Click on course entitled: "USG Ethics Policy Training". Complete the entire course, complete the Assessment, and submit the Compliance Agreement. Our University's compliance rating will be measured on the number of completed compliance agreements so, please don't exit before doing the second 'assessment'.

NOTE: *You will not be able to access the compliance agreement until you score at 80% or above on the assessment (ie., a score of 12 or more correct answers). If you do not pass, go back and review the course content and retake the assessment.*

Time Reporting/How Student Employees Get Paid

Time Reporting

Georgia State University uses an online reporting system for Human Resources information management and time reporting called Automated Data Processing (ADP). The Etime program ADP will allow Student Assistants to enter their time worked electronically. Student assistants can enter their time by using a Time Clock or Time Stamp. Some Student Assistants may also be able to view their time with an Hourly Time Card view but not make changes. Please refer to the University's training site on eTime reporting for instructions on this system. The web address is <http://www.gsu.edu/hr/34376.html>.

The University's payroll calendar for Student Assistants is found at <http://www.gsu.edu/hr/payroll/student-payroll-schedule.html>.

Direct Deposit/Lost or Destroyed Paychecks

It is the policy of Georgia State University that all employees including Student Assistants participate in electronic direct deposit. The first paycheck issued to students for new Student Assistant appointments, however, will be issued as a paper check. Student assistants who have lost or destroyed their paychecks must complete and submit a Payroll Stop Payment Request (<http://www.gsu.edu/images/Payroll/PayrollStopPaymentRequest.pdf>). The process to place a stop payment on a paycheck and receive a duplicate paycheck (if the original paycheck wasn't cashed) is 2 to 4 weeks. If the original paycheck was cashed, Payroll Department will receive copies of the cashed paycheck.

Name and Address Changes

The Payroll Services should be notified of name changes immediately. The student assistant must present an original and official document indicating his/her new name.

There are two methods for a student assistant to update his/her address with the University's Payroll Department: Electronically through ADP or by completing and submitting a Personnel Data Change Form (<http://www.gsu.edu/images/HR/changeofpersonnelrecords.pdf>).

If the Student Assistant is updating his/her address through ADP, the student employee should always use a permanent address. Dorm addresses may be used but may delay payment receipt during scheduled school breaks.

Pay Rate Changes

Reclassification of student assistant positions may be necessary when a student assistant's job responsibilities/duties are changing or increasing, and the student employee's job performance meets departmental expectations.

Merit Increase

Merit increases may be given, but are not mandatory. The decision to provide a merit increase is a matter of employer discretion, and is based on several things including job performance and budget availability.

Student Assistant Responsibilities and Rights

Conduct

All Student assistants are expected to follow acceptable business and professional principles in matters of business and personal conduct. Georgia State University expects all student employees to adhere to the following general principles:

- Observe the highest standards of professionalism at all times.
- Perform responsibilities in a manner consistent with the university's values and ethical standards.
- Comply with all laws applicable to the institution.
- Treat others, including customers, students, and other employees with respect.

Unsatisfactory performance, work habits, or overall attitude, conduct or demeanor; violation of institutional policies, procedures or guidelines or any other behavior or conduct deemed inappropriate by the university or supervisor may lead to termination of employment.

Dress Code

A student assistant should dress in clothing that is appropriate for the student employee's particular position of employment. Student assistants should not wear clothing that would not been acceptable in a professional business setting. The student employee should check with his/her direct supervisor to find out what the appropriate attire is for his/her employment.

Breaks

Student assistants are entitled to a 15-minute [paid](#) break for every 4 hours of work. If a student assistant is scheduled to work more than 6 consecutive hours, they are required to take at least a 30-minute [unpaid](#) break. Unpaid breaks should be scheduled according to the total number of hours the student employee is scheduled in a day to ensure they don't exceed 8 hours. ***This is a federal law and is not optional.***

Absences

Unforeseen absences due to illness or other uncontrollable circumstances should be reported immediately. Planned absences should be arranged in advance and approved by the supervisor.

Personal Telephone Calls

Personal telephone calls are discouraged and should be made during breaks or lunch time. However, it is recognized that there are times when they are necessary during business hours. Departments should use discretion when allowing student assistants to make personal telephone calls.

Parking

Student assistants who wish to park on campus must purchase a student parking permit. Student assistants are not eligible to park in employee parking lots/spaces.

Accidents

On the job accidents and/or injuries must be reported to a supervisor immediately whether or not medical attention is required.

Equal Employment Opportunity/Affirmative Action

Georgia State University stipulates that no person in the United States shall, on the grounds of race, color, sex, religion, creed, age, sexual orientation, gender, disability, or national origin, be excluded from employment or participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity conducted by Georgia State University or any of its several departments now in existence or hereafter established.

It continues to be the policy of Georgia State University to implement affirmative action and equal opportunity for all employees, students and applicants for employment or admission without regard to race, color, religion, national origin, sex, age, sexual orientation, veteran status or disability.

The university's affirmative action program and related policies are developed in compliance with Executive Orders 11246 and 11375, as amended; the Rehabilitation Act of 1973 (Sections 503 & 504) and the Americans with Disabilities Act of 1990 (Title 11) and their implementing regulations; the Age Discrimination in Employment Act of 1967; and the Vietnam Era Veterans Readjustment Assistance Act of 1974, as it amends 38 U.S.C. 4212.

In conformance with the federal regulations listed above, Georgia State University does not discriminate against any employee or applicant for employment or against any student or applicant for admission with regard to any opportunity for which the employee or student is qualified. Persons wishing to file complaints under the provisions of this policy should contact the AVP of Opportunity Development/Diversity Education Planning, 10 Park Place SE Suite 460, Atlanta, Georgia 30303-3085, 404.413.2567.

Confidentiality

Some student assistants may have access to sensitive and proprietary information. The protection of confidential business information is vital to the interests and the success of the College of Law and Georgia State University. Confidential information should not be removed from the institution or used for any purpose other than University business. Student assistants who improperly use or disclose confidential business information will be subject to disciplinary action, up to and including termination of employment and legal action.

Questions Regarding this Policy

Questions regarding this policy should be directed to the College Human Resources Officer, Georgia State University College of Law, P. O. Box 4037, Atlanta, Georgia 30302-4037, 404.413.9065.