Student Employment Policy & Procedures

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General Description

Policy Summary:

Student hiring is completed in Workday, and student jobs are posted on Handshake.

Purpose:

Student Employment Policy and Procedures is to explain hiring student workers for your department. Some student explanations are explained here too.

Scope:

All student workers to include Federal Work Study and Institutional students.

Exceptions:

No exceptions

Responsible Department:

Human Resources

Policy Content

Student Hiring Process

- All student hiring will be done in Workday by managers. Student employment/authorization forms are no longer required.
- Managers should follow the Hire a Student Work Article for assistance with the student hiring process.
- New students who have never worked on campus must visit the HR office (Northrup Hall room 210) before starting work to show their original I-9 documents.

On-Campus Student Employment

Complete & submit the Google form. The Center for Experiential Learning and Career Success will post the job on Handshake.

- Ensure that funds are available in your budgets before hiring student workers.
- If the student will be paid from a grant/gift/designation/agency or project, please follow the Entering a Costing Allocation instructional article. If not, skip the task to push the hire forward.
- Once hired, students must complete the onboarding steps in their Workday inbox. Students are also required to complete Form I-9. Per federal law, as an employer, Trinity University is required to verify the identity and employment authorization for all employees within their first 3 workdays.
    - Students must provide original, unexpired documents that establish their identity and citizenship. Please see the I-9 List of Acceptable Documents
- Department supervisors must ensure that hiring, termination and transfer actions are entered in Workday in a timely fashion to enable proper payment to the student.

Concurrent Appointments and Work Hours

- Students can work full-time (over 20 hours per week) when school is not in session (e.g., spring break) or during the summer break.
- Students can hold concurrent appointments as long as their total work hours do not exceed twenty (20) hours per week while school is in session.
- Students may be employed in more than one department simultaneously and may receive different wage rates in each position.
- Bi-weekly payroll checks will combine wages for students working more than one job, with each department charged proportionately for the wages earned during that pay period.
- Students with more than one job are responsible for ensuring their hours are correctly entered in Workday.

Residency Requirement

- Student employees must reside in the state of TX while working. Any out of state student employment is not approved.

Employment Restrictions

- No student shall be employed in a staff position.

- Students who have graduated are not eligible for student employment.

For additional information please contact the Office of Human Resources.

Revision Management

Revision History Log:

Revision #:	Date:	Recorded By:
v2.1	1/14/2026 8:31 AM	Pamela Mota
v2.0	8/9/2024 11:05 AM	Pamela Mota
v1.0	8/16/2019 9:19 AM	Kelleebeth Cantu

Vice President Approval:

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