



LOYOLA UNIVERSITY MARYLAND

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STUDENT EMPLOYMENT HANDBOOK 2024-2025 ACADEMIC YEAR

Welcome to the Loyola University Maryland Student Employment Program. This handbook provides information about the employment process for student employees and Federal work study students. Studies have shown that students who work on campus tend to be more satisfied with their college experience and manage their time more effectively.

STUDENT EMPLOYMENT PROGRAM OVERVIEW

The student employment program provides federal work-study (FWS) and direct hire part-time job opportunities for Loyola students. The program offers valuable work experience and the flexibility to work around student class schedules. It encourages community service work and work related to the student's course of study. Student employment offers a variety of benefits:

- Provides professional or practical training in areas related to academic pursuits
- Enhances marketability when applying for internships and jobs after graduation
- Expands your network of contacts through relationship building in on- and off-campus work experiences
- Adds a new perspective to your studies and college experience
- Helps pay for education and other related expenses

FEDERAL WORK STUDY (FWS) STUDENTS

Work-Study is a federal need-based financial aid program offering part-time job opportunities for Loyola students who demonstrate financial need as documented via the Free Application for Federal Student Aid (FAFSA) and as authorized by the Office of Financial Aid and the Department of Education. Because FWS is a federal need-based aid program, Work-Study income (although taxable) does not affect your future financial aid eligibility. At Loyola, the FWS program is awarded by the Office of Financial Aid and administered by the Office of Human Resources, in accordance with federal, state and local legislation.

JOB SEARCH AND EMPLOYMENT AUTHORIZATION

There are a variety of student jobs available, and it is your responsibility to search for and secure a position. Neither the Financial Aid nor Human Resources staff provide job placement.

To secure student employment, you must do the following:

1. Review the Job Listing available on [Handshake](#):

- From here you can access a complete list of available jobs, brief job descriptions, hourly wage and contact information. The Job List will be updated regularly as positions fill. **Only Federal Work-Study eligible students can view and apply for designated work study positions.**
- Think about one or more jobs of interest. Consider employment related to your intended major or jobs which may help you in the future. Jobs fill quickly so we recommend that you apply to more than one position.
- Start your job search early. Submit your application for any position listed on [Handshake](#).
- **If you are unable to secure a job during the first two weeks of the semester, please contact Human Resources or the Financial Aid office for assistance.**

2. Once you secure a student employment position, the supervisor will initiate the hiring process in Workday.

If the student is a new hire or has not worked in the past two years, the student will complete the onboarding process in Workday. The list of onboarding requirements is outlined below:

- **Enter Personal Information**
- **Enter Contact Information**
- **Review Documents (including confidentiality agreement)**
- **I9 Form (Please make sure you have the original documents needed to verify your identity and employment eligibility as copies will not be accepted.)**
- **Payment Election (Direct Deposit)**
- **State and Local Tax Withholdings**
- **Federal Withholding Elections**
- **Preferred Name Change (optional)**
- **Emergency Contacts**

3. Once securing a job, notify the other departments for which you interviewed of your placement. This will assist other students and campus departments in the placement process.
4. **For FWS Students Only-** *Before you may begin working, you must have accepted your FWS award on your financial aid Self Service portal.*
5. Your supervisor must initiate the hire in Workday. If a new hire, all required forms must be completed and submitted in Workday.
6. The I-9 process for new hires must be completed in person at the HR office (located at 5000 York Road), or on campus at the beginning of the fall semester. New hires are not permitted to start working until all requirements have been completed.

STUDENT RESPONSIBILITIES

As with any job, an offered student position is an employment opportunity that must be approached in a responsible and professional manner.

As a Loyola student seeking employment, it is expected you will:

- Secure a job in a timely manner
- Complete all onboarding requirements in Workday. If you fail to complete the required I-9 process, you will not be permitted to work.
- Arrange a flexible work schedule that does not interfere with your class schedule and other college commitments.
- Report to your student job as scheduled
- Notify your supervisor of anticipated absences or tardiness as early as possible
- Follow all procedures and policies as instructed by the Office of Financial Aid, Office of Human Resources (in this handbook and through all other correspondence)
- Strictly abide by all University and federal privacy regulations and policies
- Enter ALL time worked into the timekeeping system
- Monitor hours worked and total earnings
- Limit work schedule to no more than 15 hours per week. You may have more than one student worker job, but you are responsible to ensure you do not work more than 15 hours total each week.
- Dress appropriately for the position
- Meet all job expectations by performing duties efficiently and effectively

- Discuss work-related issues with your supervisor
- Demonstrate professional and courteous behavior at all times
- Refrain from conducting personal/academic matters during work
- Understand your employment is contingent upon satisfactory performance
- Provide your supervisor with sufficient advance notice if you wish to terminate your employment

WAGES AND PAYROLL

Students are paid at least a minimum hourly rate consistent with the Maryland state minimum wage. The hourly rate may vary among jobs depending on the skill level and qualifications required for a position.

- Current MD minimum hourly wage is \$15.00
- Your work-study award allows you to earn a maximum of \$3,800 per academic year.
- You will receive a paycheck every other Friday according to the student [payroll schedule](#).
- Pay stubs can be accessed in Workday.

HOURS OF EMPLOYMENT

All students may work no more than 15 hours per week. For *Federal Work Study* students, the following chart illustrates the average hours you will need to work each week to earn your maximum Federal Work Study award of \$3,800 for the academic year.

Based on average of 30 work weeks

Hourly Wage	Average Working Hours Per Week
15.00	8.4

Or use this formula:

1. Annual award amount divided by the number of weeks in the fall and spring semesters
 $\$3800 / 30 = 126$
2. Divided by the hourly wage
 Current: $126 / \$15.00 = 8.4$ hours per week

Based on this calculation to earn the Federal Work Study award maximum of \$3,800 you should work approximately 8.4 hours per week at \$15.00.

Federal Work Study students are responsible for managing and monitoring their hours so as not to exceed the maximum award earnings of \$3,800 per academic year.

Please note, payroll processing is two weeks behind in the system, so it is important when managing hours, to be sure to add hours worked in the two weeks prior.

For the academic year, the semesters follow the respective academic calendar. **NOTE: Federal Work Study students can only work when classes are in session.**

TERMINATION OF STUDENT EMPLOYMENT

If the performance, attendance, or behavior of the job is unsatisfactory, the Office of Human Resources require a letter of termination from the supervisor, including a brief explanation of cause. If a FWS student employee, this letter must be sent to the Office of Human Resources and Office of Financial Aid. FWS students also have the option to meet with the Assistant Director of Financial Aid to discuss the dismissal.

Whether employment is terminated for cause or voluntarily, students should be aware that reassignment of employment is not guaranteed within the semester or the academic year. Students terminated for cause including but not limited to poor work performance, may jeopardize their right to participate in the student employment in future academic years. **For FWS students, this includes future FWS program participation, if such action is deemed warranted by the Office of Financial Aid.**