Once You Are Hired

Amount of Hours Allowed
Students are eligible to work as many as twenty hours per week. However, they must stop working when they have earned their entire award amount for that semester. Depending upon the hourly wage rate, that could translate to 144 hours, or less, as the semester total.

ADP
You are responsible for:
- Logging into ADP when you arrive at work
- Clocking in and then clocking out when you leave
- Insuring that you do not work during scheduled class time

Your supervisor will designate a computer station where you can clock in and out and will also train you on how to navigate the ADP website.

Payday
Paydays are every other Friday. Your department will have a schedule of paydays.
It is recommended that you sign up for the Direct Deposit of your paycheck. This can be done on the ADP website.

Pay Rates and Raises
All student jobs start out at the minimum hourly rate. Students are eligible to be considered for merit increases annually, at the discretion of individual department supervisor. Raises are not automatic, but are given to those who have performed the job duties in such a manner that deserves reward.

NOTE: Students are not paid for travel to and from their jobs, and lunch breaks are not included in students' pay. Pay raises are not given retroactively.

Guidelines for Student Employees

Performance Prohibitions
Listed below are offenses that may result in disciplinary action:
- Excessive tardiness and/or absences
- Absent without a legitimate excuse
- Sloppy or unclean appearance
- Carelessness or lack of attention that results in injury to property, person, or public relations
- Inability to provide accurate, up-to-date information to the public
- Inappropriate conduct to representatives of Georgia Southern University
- Discourtesy or failure to work harmoniously with fellow employees
- Failure to serve the public with courtesy
- Sleeping on duty

The preceding offenses will be subject to the following action:
- First occurrence: verbal reprimand
- Second occurrence: written reprimand
- Third occurrence: discharge

Grounds for Immediate Termination:
- Breach of confidentiality
- Theft or gross negligence resulting in serious injury to property, person or public relations
- Physical violence or obscene language when dealing with the public or other staff members
- Being under the influence of drugs or alcohol while on duty
- Falsification of ADP time punches
- Withdrawal from all classes

Supervisors may add or delete from this list and clarify what they perceive as excessive tardiness or absences, sloppiness, discourtesy, etc. during job orientation.

Personal Appearance
As we are representing the University, an appropriate appearance is required. Discuss any questions on attire and grooming with your supervisor.

Student Rights and Responsibilities
As a Student Employee you have the Right to:
1. Be treated fairly and equitably by the University.
2. Know what is expected of you concerning your work schedule, actual duties, and any other requirements made by the supervisor.
3. An explanation, if you are terminated.
4. Use your campus jobs as references for future employers and/or credit institutions.

As a Student Employee you have the Responsibility to:
1. Maintain high standards of behavior on the job that reflects well on both you and the University.
2. Perform assigned duties promptly and qualitatively.
3. Abide by the rules and regulations of the University and the office or department in which you work.
4. Adhere to the designated work schedule. Absences should be reported and cleared with your supervisor.
5. Adhere to proper dress code required by the department.
6. Maintain eligibility requirements for working on-campus.
7. Act in a professional manner concerning all aspects of your work, including any confidential information that is learned during the course of your employment. Such areas would include, but are not limited to, student records and financial information. A breach of such confidentiality or any act of dishonesty are just cause for immediate dismissal from your position and dependent upon the nature of the offense, you may be permanently dismissed from Student Employment.

Employment Opportunities
Employment applications must be obtained through the Student Employment Center website at https://employment.georgiasouthern.edu/applicant/s/jsp/shared/Welcome_css.jsp The Student Employment Center is your link to securing a Federal College Work Study position.
For more information, contact your Financial Aid Counselor or visit our website
http://students.georgiasouthern.edu/finaid/