

Employment Policy

Eligibility to be Paid on the Student Payroll

In order to be paid by Millersville University on the student payroll, you must currently be enrolled as a graduate or undergraduate student at Millersville University. Exceptions may be requested by the employing department under the following circumstances:

- A student may begin working one semester/session preceding enrollment as a student. For example, a student may begin to work the summer prior to commencing studies.
- A student enrolled at another college may be employed in certain areas when Millersville students are not available.
- Millersville University does not hire high school students.

Students are not permitted to work for the University via a temporary employment agency or on the regular Staff Payroll at the same time they are employed on the Student Payroll.

Maximum Hours of Employment

Students employed on the Student Payroll may work up to a maximum of 30 hours per week when the University is in session. This includes examination periods and weeks in which holidays fall. Work weeks run Saturday through Friday. The maximum hours per pay period includes all hours worked, whether in one department or multiple departments.

In compliance with INS regulations, International students may work a maximum of 20 hours per week, which overrides University policy.

During the summer or semester breaks, all students (including International students) may work up to a maximum of 40 hours per week. No student may work over 40 hours total per week.

Students with a GPA average below 2.0 are limited to working no more than 20 hours per week. This includes examination periods and weeks in which holidays fall.

The Payroll Office will notify students and student supervisors if permitted maximum hours are exceeded. If the excessive hours continue, and no exception to the maximum hours has been requested or approved, the Payroll Office will terminate the student's employment with the University.

The State System of Higher Education pays all employees on a biweekly basis (every other week).

The two-week pay period begins on a Saturday and ends on Friday. Compensation due for a given pay period is paid to employees two weeks after the end of the pay period. Your student supervisor will be able to provide you with exact pay periods and pay dates. Paychecks are distributed on payday to the department which employs you. Should a change in job assignment occur, promptly notify Payroll Services so the change in check distribution may be put into place.

Signature _____

Date: _____