33.99.08.C0.01 Student Employment

Revised: March 23, 2026
Next Scheduled Review: April 14, 2030
Revision History

Procedure Summary

Texas A&M University-Corpus Christi (TAMU-CC) is an Equal Opportunity/Veterans/ Disability Employer committed to providing equal opportunity without regard to race, color, sex, religion, national origin, age, disability, genetic information, veteran status, or any other classification protected by federal, state, or local law. This procedure outlines the requirements, benefits, and related processes of student employment at the university. The Career and Professional Development Center (CPDC) is responsible for the oversight of student employment at TAMU-CC.

Procedure

1. GENERAL

1.1. This procedure applies to positions that require enrollment as a student, excluding graduate assistants. University procedure *33.99.08.C0.02, Graduate Assistants* provides guidelines for the employment of graduate assistants. Student employees must be authorized to work in the United States, and employment is contingent upon an acceptable criminal background investigation. Student employees are paid on the bi-weekly payroll.

1.2. All student employee position vacancies must be posted with the CPDC with exceptions for positions that require specialized work.

1.3. The hiring unit is responsible for listing all vacancies, wage requirements, and hours with the CPDC. The CPDC posts off-campus and on-campus jobs affiliated with contracted services such as food services and the university bookstore.

1.4. Hiring units are responsible for the selection process. If selected for hire by the unit, the student will complete necessary onboarding tasks and hiring forms provided by the hiring unit. The hiring forms should be sent to Human Resources, and the hiring unit should notify the CPDC of the hire.

2. RESPONSIBILITY

2.1. The CPDC will:

(a) assist hiring supervisors in the establishment of part-time student employment positions;

(b) receive and publish requests from prospective employers who wish to hire part-time student employees;

(c) provide training on information required for new student employees upon request; and

(d) provide verification of work-study eligibility along with the Office of Student Financial Assistance.

2.2. Hiring units will:

(a) coordinate with Human Resources to conduct and review the required criminal background checks, ensure the new hire completes the I9 form and onboarding tasks, and make a preliminary offer of employment contingent upon a satisfactory background investigation;

(b) prepare and submit the appropriate electronic payroll form when

a. a student employee is hired,

b. a student employee is promoted or given a pay increase or decrease,

c. a change is made in job title, department or work unit, account number, or job classification, or

d. a student employee is separated from employment for any reason (letters of resignation will be obtained when applicable); all involuntary terminations must be reviewed and approved by Human Resources;

(c) create and maintain job descriptions for student employee positions;

(d) ensure that all student employees comply with mandatory training requirements outlined in university procedure *33.05.02.C0.01, Required Training for Employees and Affiliates* no later than five (5) business days from assuming their employment;

(e) verify work-study eligibility before hiring at the beginning of each

semester;

(f) supervise the student;

(g) establish a work schedule and ensure that the job duties for each student employee are appropriate for the job code and title used;

(h) train employees on departmental processes;

(i) provide regular and timely feedback on performance; and

(j) maintain adequate time records as supporting documentation for the department's payroll voucher and submit payroll to the appropriate office.

3. ENROLLMENT

To be eligible for a student employee position, the student must be enrolled at least half-time during the semester in which they are working. Some positions may require that a student be enrolled more than half-time. New students fully enrolled for the fall semester may start employment in August. Students who were enrolled in the spring semester and who are registered for the fall semester do not have to enroll in summer courses to continue employment. However, on-campus employers who hire or continue to employ a student not currently enrolled in classes during the semester in which the student is working will be responsible for the costs of all related employment taxes and benefits.

4. WORK STUDY STUDENT EMPLOYMENT

4.1. Students awarded Work Study employment through the Federal, Rising Scholar, and/or or Texas College Work Study programs must meet certain financial need criteria; maintain satisfactory academic progress; and be enrolled at least half-time. Students may not be paid under the Work Study program without the approval from the Office of Student Financial Assistance and may not begin work in a Work Study position earlier than the first payroll period of the semester.

4.2. Work Study student employees cannot work more than 20 hours per week in this status during the fall and spring semesters when classes are in session.

4.3. The Office of Student Financial Assistance confirms and monitors the availability of Work Study funds for each student. Work Study students may not exceed the Work Study allocation awarded as part of the financial aid package. Federal, Rising Scholar, and/or Texas College Work Study funds may not be used to pay a student during any time that student is not considered fully eligible to use Work Study funds.

4.4. Hiring units should ensure that the student's work time and allocation are prorated so the student may continue to be employed during the entire period. If the hiring unit erroneously employs a student under the Work Study object and title codes, then that unit will assume full fiscal responsibility. All Work Study wages earned under Federal, Rising Scholar, and Texas College Work Study programs are covered at 100% by the student's Work Study funding. Off-campus organizations interested in a Community Service Work Study program may be subject to a 75/25 split at the discretion of the Office of Student Financial Assistance in conjunction with Department of Education guidelines. Work Study eligibility and funding are subject to change at any time. Therefore, it is imperative that supervisors of Work Study students are in frequent communication with the Office of Student Financial Assistance regarding continued eligibility.

5. OTHER STUDENT EMPLOYMENT

5.1. Students not awarded Work Study can be employed in any of the approved student employee job titles including, but not limited to: Institutional Student Worker, Student Research Assistant, Reader/Grader, Student Intern, Undergraduate Instructional Assistant, and titles outline in university procedure *33.99.08.C0.02, Graduate Assistants*. With approval, Work Study student employees may engage in dual employment in one of these titles.

5.2. Students in these job titles should not work more than 25 hours per week, in all combined jobs.

5.2.1. It is recommended that student employees have an established, regular schedule of no more than 20 hours per week in all combined jobs to allow for any unexpected variances such as covering extra shifts, etc.

5.2.2. New students hired outside the Work Study program and fully enrolled can begin working in August.

5.2.3. Students working during the summer can work up to 40 hours per week. Employing units will be responsible for any overtime charges for a student working more than 40 hours per week.

5.3. International students may not work more than 20 hours per week while classes are in session.

5.3.1. International students may work additional hours during breaks as follows: winter break from fall commencement to the last day before spring semester classes begin, spring break from Saturday through Sunday prior to classes reconvening, and summer break (if not taking

classes) from spring commencement to the last day before fall semester classes begin.

5.3.2. International students employed by the university who may work off campus must obtain approval by the Office of International Student Programs and Support prior to the start of the employment.

5.4. Employing units are responsible for 100% of the student wages plus applicable fringe benefit costs associated with non-Work Study employment.

6. PAY & BENEFITS (EXCLUDING HEALTH INSURANCE)

6.1. Hiring units should pay students fairly and equitably and in accordance with the Student Pay Plan. Student employees do not qualify for vacation, sick leave, emergency leave, or holiday pay.

6.2. For pay purposes, hiring units will submit all required electronic payroll forms. Time sheets for university-funded/institutional student employees are maintained in the online Human Resources/Payroll system.

7. HEALTH INSURANCE

7.1. Federal law requires employers to provide group health insurance to any employees, including student employees, who work more than an average of 29 hours per week. Hours worked as federal or state Work Study are excluded from hours counted for insurance eligibility. The student employee may be entitled to this benefit for up to 12 months even if hours worked are reduced to less than 30. This benefit will remain with the student even if there are changes in the employing departments. For more information, refer to system regulation *31.02.02, Group Insurance Programs* or contact Human Resources.

7.2. The hiring unit is responsible for 100% of the health insurance costs associated with non-Work Study employment.

8. GRIEVANCES

Student employees of TAMU-CC have the right to file a grievance related to employment. Complaints must be made in accordance with the provisions of system regulation *32.01.02, Complaint and Appeal Process for Non-faculty Employees* and university procedure *32.01.02.C0.0,1 Complaint and Appeal Process for Non-Faculty Employees*. However, a complaint alleging discrimination, sexual harassment, and/or related retaliation must be filed in accordance with system regulation *08.01.01, Civil Rights Compliance* and university rule *08.01.01.C1, Civil Rights Compliance*. Contact the Office of Compliance Services for more information.

Related Statutes, Policies, or Requirements

System Regulation *08.01.01, Civil Rights Compliance*
System Policy *31.02, Employee Insurance and Retirement Benefits*
System Regulation *31.02.02, Group Insurance Programs*
System Regulation *32.01.02, Complaint and Appeal Process for Non-faculty Employees*
System Regulation *33.99.08, Student Employment*
System Regulation *33.99.09, Employment of Foreign Nationals*
University Rule *08.01.01.C1, Civil Rights Compliance*
University Procedure *32.01.02.C0.01, Complaint and Appeal Process for Non-Faculty Employees*
University Procedure *33.05.02.C0.01, Required Training for Employees and Affiliates*
University Procedure *33.99.08.C0.02, Graduate Assistants*
University Procedure *33.99.08.C0.03, Student Internships*

This procedure supersedes:

- *33.99.08.C1, Student Employment*
- *33.99.08.C1.01, Student Employment Procedures*

Contact Office

Contact for clarification and interpretation:	Human Resources 361.825.2630