



## International Student Worker Guidelines

Academic Year 2022- 2023  
Effective August 22, 2022 – May 20, 2023

### WHEN TO BEGIN

All Oxy students are encouraged to begin their on-campus job search as soon as possible in order to maximize the opportunity for their student earnings. **All earnings during the period of August 22, 2022 through May 20, 2023 will be applied towards a student's earnings balance regardless of the funding source or length of assignment. This includes grants, stipends, endowments and resident advisors. Also, the earnings acquired during winter, spring and fall breaks will apply to the student's earnings balance.**

### **\*\*\*IMPORTANT\*\*\***

It is your responsibility to monitor your student earnings. Once you have earned the full amount of your student earnings for the academic year, you will need to notify your supervisor and make arrangements with your Supervisor to finalize your student employment assignment.

The Financial Aid Office will notify you when you are close to exhausting student earnings cap. You may contact the Financial Aid Office at any time to check your earnings balance at [finaid@oxy.edu](mailto:finaid@oxy.edu). All student workers will be notified periodically of their student earnings balance.

### WORK ELIGIBILITY

- Once you have been extended an offer of employment, you will need to obtain a Supervisor letter from the International Programs Office which is needed in order to apply for a social security card.
- You will need to provide the Human Resources Department proof of your social security card application in order to begin working in your on-campus assignment.
- Students who are enrolled less than half time **or** who have withdrawn **or** graduated **or** who are on academic suspension are not eligible to participate in on-campus student employment programs.

## BEING HIRED AT OXY

**IMPORTANT:** You may hold more than one job on campus and may work no more than **8 hours per week** (in all of your positions combined) so that you remain within the **\$4,000** student earnings cap. As of **July 1, 2022**, we will be following the minimum wage requirements of **\$16.04 per hour** per the city of Los Angeles.

### Step 1: Check Available Jobs

On campus positions are posted and updated on the [Student Employment Website](#). Some positions may be posted on the Bulletin Board located outside the Financial Aid Office in the AGC Administrative Center.

### Step 2: Apply for the Position

Download and complete a [Student Employment Application](#). Submit the application to the department(s) where you wish to work. A separate application is required for each position in which you apply and some departments may require a supplemental departmental application.

### Step 3: Complete Employment Forms

Request a **Student New Hire Packet** from Student Employment.

As part of the Student New Hire Packet you will need to complete a **Form I-9**. The **Form I-9** requires that you provide appropriate documentation to prove your identity and eligibility to work in the United States.

You will be asked to present your **ORIGINAL** I-20, Passport, VISA, I-94 and Glacier Form.

You will receive an email within your first week of classes with instructions regarding your earnings withholdings. Once you have reviewed and completed the prompts within the email, you will need to print your tax documents and provide the forms to the Human Resources Department.

### Step 4: Completion of Timesheets

It is the responsibility of the student to submit their timesheets online according to the payroll schedule listed on the student employment website. Submission of late timesheets may result in delays of payment.

## TIMEKEEPING GUIDELINES

**Per Wage and Hour law you as the employee need to be in compliance with the following areas:**

### Rest and Meal Periods

- All hourly student workers who work an eight-hour shift are allowed two 15-minute rest periods per shift, one within each four-hour period of work. These breaks may not be combined or added to any employee's meal period, or be used to cover late arrivals or early departures. Rest periods are provided on College-paid time.

- Unpaid meal periods from 30 to 60 minutes are provided for each non-exempt employee who works over five hours in one shift. The meal period must not be taken more than five hours after the beginning of the employee's shift. Non-exempt employees are required to record the beginning and end of their meal periods on their time sheets or Kronos record.

### Timekeeping Records

- Consequently, employees must record the time they begin and end work each day, the beginning and end of each meal period, and the beginning and end of any split shift or call back assignment.
- College policy requires that the actual hours worked for each day of the week are recorded, and that the employee submits the time sheet.
- In order to comply with audit regulations, time sheets must be submitted by the employee and be approved by the supervisors no later than 12:00 p.m. on the Monday following the close of the biweekly pay period.

### Overtime

- We do not recommend that you work overtime hours. Overtime is incurred when an employee works more than 8 hours in a workday and more than 40 hours in a workweek.

## RESOURCES FOR STUDENTS

Please read these guidelines carefully and keep for future reference.

For further information, please visit our **Student Employment Website** at <http://www.oxy.edu/human-resources/student-employment>.

Please use the **Work Study Calculator** to determine your available work-study hours.

It can be found on the Financial Aid Office Website:

<http://www.oxy.edu/financial-aid/financial-aid-awards/work-programs/things-know>

For any inquires please send an email to [studentemployment@oxy.edu](mailto:studentemployment@oxy.edu).