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 11, 2019 through May 15, 2020 will be applied towards a student’s earnings balance, including earnings acquired during winter, spring and fall breaks.**

**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.

You will be notified when you are close to exhausting your student earnings cap. You may contact the Financial Aid Office at any time if you have a work award and wish to check your earnings balance at finaid@oxy.edu. All student workers will be notified periodically of their student earnings balance.

**WORK ELIGIBILITY**

ALL Occidental College students or International Student status are eligible to work on campus **EXCEPT** those who meet any of the following conditions:

- U.S. citizens/permanent resident students who have not completed an INS form I-9 (required as part of the Immigration Reform and Control Act of 1986).
- Foreign students without a work permit or work authorization.
- Students who have not applied for a Social Security Number.
- Students who are enrolled less than halftime or who have withdrawn or graduated or who are on academic suspension.

**BEING HIRED AT OXY**

**IMPORTANT:** You may hold more than one job on campus and we recommend that you do not work more than 8 hours per week (in all of your positions combined) so that you remain within the $3,750 student earnings cap. As of **July 1, 2019**, we will be following the minimum wage requirements of $14.25 per hour per the city of Los Angeles.

The $3,750 earnings cap is in place for all on-campus student employment positions. Please note though, students on financial aid will need to refer to their award letter to determine their individual earnings cap per their federal or institutional work award.

If you have questions regarding your federal or institutional work award, please contact the Financial Aid Office at finaid@oxy.edu.
Step 1: Check Available Jobs
On campus positions are posted & updated on the Student Employment Website at http://www.oxy.edu/human-resources/student-employment#jobs. Some positions will be posted on the bulletin board outside the Financial Aid Office.

Step 2: Apply for the Position
Download and complete an employment application from the website and 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
As part of the “New Hire Packet” you will need to complete an I-9 and W-4 tax form in the Human Resources Department if you have never worked on campus.

The I-9 form requires that you provide appropriate documentation to prove your identity & eligibility to work in the United States. You will be asked to present ORIGINAL documents.

For a complete list of acceptable documents, please visit our Student Employment website at http://www.oxy.edu/human-resources/student-employment and refer to the I-9 form.

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 employees must 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 students work overtime hours. Overtime is incurred when an employee works more than 8 hours in a workday and 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 Word 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 inquiries please send an email to studentemployment@oxy.edu.