

GUIDELINES FOR STUDENT EMPLOYEES

- ★ Submit timesheets on the last day of the pay period.
 - Pay periods are the 1st – 15th & 16th – last day of the month.
 - Time needs to be submitted to the Time and Absence Approver in a timely manner. If hours are not approved by the payroll deadline, payment will be delayed.
 - Pay days are typically the 10th and 25th of every month.
 - Time Entry User Guide: https://employeehelp.workday.uw.edu/user-guides/enter_time/
- ★ Required Trainings must be completed within the first week of employment.
- ★ Work Hour Limit:
 - Student employees are limited to working 19.5 hours per workweek during a quarter in which the student is enrolled.
 - Student employees may work more than 19.5 hours per workweek during school breaks with prior approval from supervisors.
- ★ Eligibility:
 - Undergraduate hourly student employees must be enrolled in a minimum of 6 credits
 - Graduate hourly student employees must be enrolled in a minimum of 5 credits
 - PhD candidates in hourly student employee positions must be enrolled in at least 2 credits
 - Salaried Academic Student Employees (ASEs) must be enrolled in at least 10 credits during regular academic year or 2 credits during Summer Quarter.
 - Student employees are responsible for notifying supervisors if they no longer meet enrollment requirements

If you have any questions or concerns, please feel free to contact the UWT Human Resources office at 253-692-4701 or uwthr@uw.edu.