

BGSU

Student Employee Handbook

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Welcome!

As a working learner at Bowling Green State University, you are a valued contributor to the success and vibrancy of our campus community. Whether this is your first job or one of many, student employment at BGSU is designed to support your growth—academically, professionally, and personally.

Working on campus is more than just a paycheck. It is an opportunity to develop essential career readiness skills such as communication, teamwork, problem-solving, and professionalism—skills that will serve you well during college and long after graduation. We believe in creating an inclusive and supportive environment where every student can thrive, contribute meaningfully, and explore career possibilities through real-world experience.

This handbook will guide you through what to expect as a student employee, including university policies, pay information, employment eligibility, and workplace expectations. Our goal is to ensure you feel informed, empowered, and equipped for success in your role and beyond.

Welcome to the team—we are glad you are here.

STUDENT RESPONSIBILITIES

Recording Hours Worked

If you are employed in an hourly position, you must record your hours using the BGSU Web Clock, accessible via your MyBGSU portal. Navigate to **Time and Labor > Employee > Web Clock** to clock in and out using a desktop, laptop, or mobile device.

You may **not** record hours that you have not actually worked. Additionally, student employees **are not permitted** to work during scheduled class time unless the class has been officially canceled—and you must provide written documentation from your instructor as confirmation.

Student Employment Services will investigate any suspected timekeeping violations. Submitting false hours may result in disciplinary action, up to and including termination.

For questions regarding timekeeping, please contact Student Employment Services at stuemp@bgsu.edu 419-372-2865. For technical issues with the Web Clock, contact ITS at 419-372-0999. For issues with paychecks, contact Payroll at payroll@bgsu.edu or 419-372-2201.

Your Work Schedule

It is important to maintain open communication with your supervisor regarding your availability. At the start of your employment:

- Share your class schedule and any other regular commitments.
- Be realistic and transparent about the number of hours you can work.
- Notify your supervisor promptly if your availability changes due to academic or personal reasons.

Students with the ability to work 10 hours per week will be given preference. Establishing a mutually agreed-upon schedule will help you balance your work and academic responsibilities effectively.

Overtime

Student employees must not exceed the maximum number of work hours permitted per week:

- **Academic Year:** Up to **28 hours per week** for most students
- **Spring/Summer:** Up to **28 hours per week**, if enrolled appropriately
- **International Students:** Limited to **20 hours per week** during the academic year, per federal regulations

If a student works beyond these limits, they will receive an email notification of an “over hours” violation from Student Employment Services.

Continued violation of weekly hour limits may result in **termination of employment** by Student Employment Services.

Important Note: Supervisors and student employees share responsibility for tracking and managing work hours. Please communicate regularly to avoid hour violations.

Employer and Employee Communication

Strong communication is key to your success as a working learner. Keep your supervisor informed about:

- Your progress on tasks and responsibilities.
- Any workplace concerns or questions.
- Any changes that may impact your availability or performance.

Do not hesitate to ask questions - clear communication helps ensure mutual understanding of expectations and promotes a productive and respectful work environment.

TYPES OF EMPLOYMENT

Federal Work-Study (FWS)

Federal Work-Study (FWS) is a need-based form of financial aid awarded to eligible students to help fund educational expenses through part-time on-campus employment. The federal government will pay **75%** of wages and the employing department will be responsible for the remaining **25%**.

To qualify for Federal Work-Study, students must:

- Complete the **Free Application for Federal Student Aid (FAFSA)** annually

- Demonstrate financial need as determined by the Office of Student Financial Aid
- Be a U.S. citizen or eligible non-citizen
- Be enrolled at least half-time (6 credit hours for undergraduates only, graduate students are not eligible for FWS)
- Meet all other federal and institutional eligibility criteria

Award and Usage:

- FWS funds are earned through employment and do not apply directly to tuition bills.
- Students must accept their FWS award via their financial aid package before beginning employment under the program.
- FWS students are not automatically placed into jobs - they must apply for open FWS-eligible positions posted in the **Student Employment Portal**.

Earnings Limit:

- Students may only earn up to the total amount of their FWS award.
- If a student reaches their earnings limit, the employing department becomes responsible for 100% of any additional wages.
- In some cases, departments may need to terminate a student's employment early if they cannot support the full wage cost after the FWS funding has been exhausted.

FWS-eligible students may hold more than one job on campus; however, the combined total hours worked per week must not exceed 28 hours. Earnings from all FWS positions count toward the student's total Federal Work-Study award, which may cause the award to be exhausted more quickly.

For questions about your FWS eligibility or award amount, contact the Office of Student Financial Aid at 419-372-2651.

Traditional Student Employment (Non-FWS)

Students that are not awarded Federal Work-Study are considered regular student employees. In this case, the employing department funds 100% of the student's wages. These students may still be financial aid recipients but were not awarded FWS as part of their aid package.

Work Hour Limits:

- BGSU students are allowed to work up to **28 hours per week** across all student positions.

International Student Employment

Students on **F-1 or J-1 visas** may work on campus with the following restrictions:

- During academic sessions: up to **20 hours per week**
- During official breaks (e.g., Summer, and Winter Break): up to **28 hours per week**

All international students must maintain full-time enrollment and comply with USCIS employment regulations. Employment beyond these limits may jeopardize visa status.

Social Security Number (SSN) Requirement for International Students:

- International students **must** obtain a Social Security Number (SSN) to maintain on campus employment.
- If you have applied for your SSN but have not yet received it, you may still be allowed to begin working, provided you:
 - Have officially submitted your **SSN application** to the Social Security Administration (SSA),
 - Notify Student Employment Services of your expected SSN arrival date, and,
 - Bring your SSN to Student Employment Services as soon as it is received.

Please Note: Failure to provide your SSN in a timely manner may impact your ability to remain employed or be paid on time.

For questions, contact International Programs and Partnerships (IPP) at intlprog@bgsu.edu or 419-372-2247.

Summer Employment

On-campus employment opportunities are available during the Summer. To be eligible for summer employment, students must:

- Have been enrolled in the previous Spring semester,
- Be officially admitted to BGSU in a degree-seeking program, and,
- Be registered for at least six credit hours in the upcoming Fall semester.

Summer Enrollment Is Not Required

Students do **not** need to be enrolled in summer classes to work during the summer session if they meet the enrollment criteria above.

Work Hour Limitations

During the summer, students may work **up to 28 hours per week**.

FICA Tax Withholding

If a student is enrolled in fewer than **six credit hours** during summer, FICA tax (7.65%) will be withheld from their paycheck.

Note: Federal Work-Study (FWS) funds **cannot be used** for employment during the summer term, even if awarded for the academic year.

Graduate Assistantships

Graduate Assistantships (GAs) offer graduate students the opportunity to gain professional experience in a role that typically complements their academic field of study. These positions often provide:

- A **stipend** (paid on a fixed schedule rather than hourly),
- **Tuition assistance**, and
- **Professional development** in a higher education setting.

Graduate assistants typically support academic departments, research projects, administrative units, or student services. Work assignments may include teaching, research, or program coordination duties, depending on the department.

Note: Graduate assistantships are not classified as student employment and follow different hiring, compensation, and enrollment requirements.

For more information about eligibility, available assistantships, and application procedures, visit the [BGSU Graduate College website](#).

Enrollment Exceptions

To qualify for student employment, students must typically be enrolled in at least **six credit hours** (undergraduate) or **four credit hours** (graduate). Enrollment is verified each pay period. If a student drops below the minimum credit requirement, their employment will be **automatically terminated**.

However, students may qualify an **Enrollment Exception** under special circumstances. These exceptions are intended for students who:

- Are in their **final semester** and need fewer credits to graduate (6 for undergraduates, four for graduates) may request an exception to remain employed as a student worker.
- To qualify, students must:
 - Apply for graduation through the appropriate university process, and,
 - Submit documentation from their academic advisor or college office confirming that the courses they are currently enrolled in will complete all degree requirements.
 - This policy allows for **one "below hours" exception** during a student's final semester. Once approved, students may continue working on the student payroll for that term only.
- Are **dual-enrolled** or in a program that requires fewer than six credit hours, i.e., an internship or co-op.
- Newly **admitted** students—including first-year, transfer, and graduate students—may begin working as a student employee during the term immediately before their first semester of enrollment, provided they meet the following conditions:
 - The student has been formally admitted to a degree-seeking program for the upcoming semester.
 - The student has **registered** or **intends to register** for at least the minimum required credit hours.
 - The student is hired as a regular student employee (not Federal Work-Study).

- For questions about eligibility or hiring timelines, contact Student Employment Services at stuemp@bgsu.edu or 419-372-2865.

To request an exception, students must:

1. Be enrolled in at least one credit hour,
2. Be actively pursuing a degree at BGSU,
3. Submit documentation from an academic advisor, college office or IPP confirming they are on track to complete their degree requirements.

Note: Approval is not guaranteed. Exceptions are reviewed on a case-by-case basis, and departments should not schedule hours until approval is confirmed.

For more information or to request the exception, contact Student Employment Services at stuemp@bgsu.edu or 419-372-2865

PAYCHECKS

Pay Schedule and Direct Deposit

Student employees are paid **bi-weekly**, based on the BGSU payroll calendar. You can view the current payroll schedule on the Student Employment website. This calendar is updated each academic year.

Direct Deposit

We strongly recommend that all student employees enroll in direct deposit to receive their pay quickly and securely.

- Enroll during onboarding: Sign up for direct deposit during your electronic enrollment process.
- Update Direct Deposit: To update your direct deposit information, go to your MyBGSU Portal, under Payroll Information and select Direct Deposit. You can only make changes while on-campus and connected to the BGSU Wi-Fi.
- Students who enroll in direct deposit will receive their pay on the scheduled pay date.

For help with direct deposit or paycheck questions, contact Payroll at payroll@bgsu.edu or 419-372-2201.

BENEFITS

Breaks and Meal Periods

To support health, productivity, and a balanced work experience, Student Employment Services recommends the following break guidelines for student employees:

Rest Breaks:

- Students should be allowed a 15-minute paid break for every four consecutive hours worked.
- Breaks cannot be taken at the start or end of a shift and cannot be saved or combined across shifts.

Meal Breaks:

- While not required, departments are encouraged to allow unpaid meal breaks during long shifts.
- Students working eight hours in a day should be encouraged to take a 30-minute meal/break period.
- Departments may establish their own consistent meal break policies, provided they are applied fairly to all student employees.

Restroom Breaks:

- Regardless of other policies, students must be allowed paid restroom breaks as needed throughout their shift.

Holiday Work and Pay Policy

Student employees are not required to work on legal or official University holidays and are not eligible for special holiday pay. However, some departments may remain open and require student staffing on certain holidays.

Students Should:

- Get advance notice if your department anticipates needing student employees on holidays, it should be communicated clearly and as early as possible.
- Check your job description or ask during onboarding if working during holidays is expected for your position. Some departments stay open during university holidays, and it is important to know ahead of time if you might be scheduled to work.
- Know that you are free to decline holiday shifts without penalty.
- That if you choose to work on a holiday will be paid their regular hourly wage.

Sick or Emergency Absences

Student employees do not receive paid sick leave, but your health and well-being are important. If you are sick or have an emergency and cannot report to work, contact your supervisor as soon as possible—ideally before your scheduled shift.

You are not required to find someone to cover your shift in cases of illness or emergency.

If you are unable to notify your supervisor right away due to uncontrollable circumstances, be prepared to explain the situation once you return to work.

Repeated absences without communication or a valid reason may result in disciplinary action, up to and including termination.

If you are ever unsure, do not hesitate to ask your supervisor or contact Student Employment Services for support.

Vacation and Time Off

Student employees do not receive paid vacation time, but you may request time off in advance. It is a good idea to talk with your supervisor as early as possible about any planned absences.

You are not required to work during official university breaks (e.g., Spring Break, Fall Break, Thanksgiving, Winter Break, or summer sessions), unless your job description clearly states otherwise.

If your position *does* require work during breaks, that expectation should be discussed during your onboarding or listed in the job description. If you are ever unsure, ask your supervisor for clarification.

Planning ahead and communicating your needs helps your department maintain coverage while supporting your academic and personal balance.

Legal Holidays

Student employees are not required to work on official University holidays and are not eligible for holiday pay.

However, some departments remain open on holidays and may need student employees to work. If your position requires work during a holiday, this should be clearly stated in your job description.

Here is what you should know:

- **Advance Notice:** Your supervisor should inform you ahead of time if you are expected to work on a holiday.
- **Student Choice:** You have the right to decline holiday shifts without penalty.
- **Pay Rate:** If you agree to work, you will receive your regular hourly wage.

By planning ahead and communicating clearly, departments can stay open while also respecting student preferences and commitments.

Religious Observances or Holidays

Bowling Green State University respects and supports the diverse religious and spiritual beliefs of our student employees.

If you observe a religious or spiritual holiday and need time away from work, you may request to be excused—**without pay**—for up to **three days per academic semester**. This may include holidays, observances, or participation in organized religious or spiritual activities.

To request time off:

- Submit your request **at least one week in advance** to your immediate supervisor.
- Your request should include the date(s) and the nature of the observance or activity.

- If submitted on time, your supervisor will grant the request unless it would cause undue hardship to university operations.

If your request is denied:

- You may ask your supervisor's next-level supervisor to review the decision.
- That decision will be considered final.

BGSU is committed to balancing operational needs with individual rights and supports your ability to practice your beliefs while working on campus.

Military Leave

Student employees are **not** eligible for paid military leave. However, if you are called to active military duty, please notify your supervisor as soon as possible. Your supervisor will assess the situation individually and should make every effort to accommodate your service, including offering a comparable position upon your return whenever possible.

Voting

Student employees are strongly encouraged to vote during non-working hours. However, if your class and work schedules prevent you from voting during regular polling times, you may request up to **one hour of unpaid time off** to vote. This time off must be pre-approved by your supervisor and is granted at their discretion.

Jury Duty

Student employees are not automatically exempt from serving on a jury. If you receive a jury summons:

- Inform your supervisor immediately.
- You may request a modified schedule to accommodate both work and court responsibilities.
- You will not be paid for time missed due to jury service, but some courts provide a per diem for attendance.

Supervisors are expected to support student participation in civic duties while ensuring continuity of operations.

Dismissal

Termination of Employment

Student employment is considered at-will, which means your job may be ended at any time by you or the hiring department.

However, supervisors are expected to clearly communicate expectations and give student employees a fair opportunity to improve if concerns arise.

If a student employee is being dismissed, the reason for the termination should be explained both verbally and in writing.

Causes for Dismissal May Include, But Are Not Limited to the Following:

While we hope every student employment experience is successful, there are certain behaviors and actions that may result in immediate termination. Causes for dismissal may include, but are not limited to:

- Repeated, documented unexcused absences
- Theft or misuse of university or departmental property
- Falsifying timesheets or work hours
- Violation of the BGSU Student Code of Conduct
- Use of drugs or alcohol immediately before or during a scheduled work shift
- Insubordination, such as willfully ignoring reasonable instructions from a supervisor or showing blatant disrespect
- Harassment directed toward a supervisor or others in the workplace
- Failure to address a previously documented concern after being given an opportunity to improve

Student employees will generally be given the chance to correct issues unless the situation involves a serious offense.

If you have questions about what may lead to dismissal or how to avoid these situations, contact your supervisor or Student Employment Services.

If you feel that your termination is unjustified, contact Student Employment Services for guidance on next steps.

Resignation

Student employees may choose to resign from their position at any time. Common reasons for resignation include:

- Increased course workload
- Class scheduling conflicts
- Acceptance of another job, internship, or co-op opportunity
- Graduation
- Conflicts with supervisor or co-workers
- Personal or family matters

Student Employment Services strongly recommends that student employees provide their supervisor with a written notice of resignation (**either a letter or email**) at least two weeks (**14 calendar days or ten business days**) in advance of their final workday.

The resignation notice should include:

- The effective date of resignation
- A brief reason for leaving (optional but encouraged)

Professional courtesy and timely communication help maintain strong references and a positive work relationship for the future.

Illness and Injury Reporting

All Bowling Green State University employees, including student employees, are protected under the Workers' Compensation Act.

If you are injured while working on campus:

1. Seek Medical Attention Immediately - Visit the nearest emergency room, urgent care, the Falcon Health Center, or your personal physician.

2. Notify Your Supervisor - Inform your supervisor of the incident as soon as possible.
3. Complete an Injury Report - An Illness/Injury Report form must be completed within 24 hours. Forms are available at <https://services.bgsu.edu/InjuryIllnessForm/> . For more information, contact Environmental Health and Safety at envhs@bgsu.edu or at 419-372-2171.

Family Educational Rights and Privacy Act (FERPA) and Student Employment

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. At the college level, FERPA transfers rights from parents to students, meaning you control who has access to your records, **including information related to your employment as a student worker at BGSU.**

As a BGSU student, your employment records—such as your job assignments, pay, performance evaluations, and disciplinary actions—are considered part of your education record when tied to your student status. That means:

- Your parent(s) or guardian(s) do not have access to your grades, student employment records, or job-related information without your written authorization, even if they claim you as a dependent on their tax return.
- Supervisors and authorized university personnel may access your student employment records only if they have a legitimate educational interest, such as for employment supervision, payroll processing, or compliance reviews.
- Student Employment Services staff are trained in FERPA compliance and will never release employment-related information to third parties—including other students—without your consent.

Exceptions:

FERPA does allow certain exceptions for disclosing student records **without prior consent**, such as:

- Health or safety emergencies

- Legal subpoenas or investigations
- Internal university processes with a demonstrated educational interest

This means that if a serious concern arises (e.g., your well-being, threats to safety, or violations of employment policy), relevant university officials may be informed even without your prior approval.

Your Responsibility:

As a student employee, you also share responsibility in protecting **other students' information** that you may access as part of your job. This includes:

- Not discussing sensitive information (e.g., student ID numbers, academic status, financial aid) with unauthorized individuals
- Logging off shared systems and locking screens when not in use
- Asking your supervisor or Student Employment Services if you are ever unsure about what you can or cannot share

If you have questions about your rights under FERPA, or need help authorizing access to your records, contact BGSU Registration and Records at registra@bgsu.edu or at 419-372-8441.

Contact Us

Office Location: Bowen-Thompson Student Union, Room 226

Phone: 419-372-2865

Email: stuemp@bgsu.edu

Website: www.bgsu.edu/stuemp