Student Employment Guidelines

1. All students MUST have an I-9, W-4 and Employment Authorization completed in the Office of Human Resources **BEFORE** they are eligible to begin working.

2. All students that work on campus MUST have a work award. For positions that are very specific to an individual student’s skills (i.e. TA'ing for a course), a non-need based work award **may** be granted to a student that does not qualify for a need based work award and is the only one suited for that position. Supervisors must contact the Student Employment Coordinator for further information.

3. A student that has a work award amount, draws from that amount for **ALL** positions on campus.

4. The maximum work award is $2,300. This averages to about 8 hours per week.

5. The student **MUST** stay within work award limits. If an increase is desired, permission must be given through the Office of Human Resources.

6. Students and supervisors should monitor the monthly earnings to ensure the student is within the allowed limit.

7. Students will only be paid if the following are complete:
   - Forms turned in (I-9, W-4, Employment Authorization)
   - Signed/submitted time card through TES

Contact us at studentemployment@stolaf.edu or 507-786-3480.