

Student Employment Additional Information:

- If you are not sure a student has previously worked on campus please visit [Approved Student Employees](#). Students listed on this page have previously worked on campus. The list is updated on a nightly basis.
- Please refer to the [Student Wage Guidelines](#) for assistance with determining student pay rates.
- Students working for the first time on campus **cannot work** until approved by Human Resources. Beginning work prior to the completion of employment documents could result in non-compliance with Federal Regulations.
- Students should not exceed 20 hours of work per week. It is recommended that students work no more than 10-15 hours per week.

Webadvisor and Payroll Information

- Designate a Supervisor and an Alternate Supervisor for Web Time Entry approval on the Employment Authorization. Please note that you will not see the position listed in WebAdvisor until the student is approved to begin work.
- On the student's first day of work, login to WebAdvisor to confirm you are both able to see a timesheet for the student's position and current pay period.
- Students submit detailed time in and time out entries (e.g. 8:00 AM-12:00 PM).
- Students **must** enter time worked in web time entry for the specific pay period they work. Time worked for missed pay periods must be submitted via a paper time sheet.
- Training for a new position is paid time.
- Student electronic timesheets are due to their supervisor no later than the close of business on Monday following the end of the bi-weekly pay period. [Pay Cycles and Calendars](#)
- At the end of the pay period, the primary supervisor will receive an email notification when the student's electronic time sheet is complete and ready for online approval. Please follow up with your student if you know they worked but they did not enter time.
- Supervisor approval is due by the close of business on Tuesday.
- Student employees are paid bi-weekly.
- Please refer to the following link for assistance with web time entry: [Web Time Entry Instructions](#)
- Please encourage your student employee(s) to enroll in [Direct Deposit](#) and provide [W-2 Electronic Consent](#) to view their [Pay Advices](#) and annual [Form W-2 Wage and Tax Statement](#) online in WebAdvisor.

Questions? Contact Human Resources or Payroll:

Student Employment and Paperwork: Anna Moskal (amoskal@hamilton.edu).

Payroll or WebAdvisor: Jarren Waterman (jwaterma@hamilton.edu).