



Welcome to Student Employment!

Augsburg University is committed to helping our student explore their vocation. As a University with a calling, we welcome the unique gifts that each of our employees brings to our collective work, and we are committed to supporting our students as they seek to match those gifts with the needs of the University and our larger community.

Student employment with Augsburg is more than a job - it is an opportunity for Augsburg students to gain meaningful work experience in a supportive setting that promotes professional growth, personal accountability, teamwork and collaboration and quality work that lives up to our mission of educating students to be informed citizens, thoughtful stewards, critical thinkers, and responsible leaders.

- **New Student Employees: Must Complete Paperwork before Working**
 - *New Hire Forms*
 - *Background Check*
 - *I-9 Employment Eligibility Verification Form*

Before you Apply for Student Employment:

- You may need to collect IDs and/or documents from home to complete the I-9 form if you did not bring them to campus before your meeting with the Human Resources/Student Employment Office .
- [I-9 Form Acceptable Documents](#)

If you are currently working on campus, or have worked previously on campus (excluding bookstore or food service, which are managed by outside vendors) within the past two years and completed the new hire forms and background check, you will not need to complete the new hire steps.

General Employment Information

○ **Start Dates**

All student start dates will be the first Monday of a payroll period, unless otherwise arranged. **Please note: Start dates will be confirmed by Human Resources after all necessary hiring paperwork is completed. If you have questions about start dates, please email studentemployment@augsborg.edu**

○ **Student Employment Guidelines:**

- Start dates will be set by Student Employment the first Monday of every pay period (every other Monday). All start dates will be determined by Student Employment/Human Resources.
- All student employment must be conducted on campus; remote work is not available.
- Student employees may not work more than a **total** of 20 hours per week during the academic year and a **total** of 40 hours per week during the summer and during school breaks. The Augsburg workweek is from Sunday-Saturday.
- Again: All student employment is contingent upon a successful background check, and completion of all new employee paperwork **before** work can begin.

○ **Position Codes**

In the Time Entry system, you'll notice new position codes for the academic year, which will be specific to student positions and begin with AY. For example, the student position code for AugSem Student Leaders during the academic year will be AYAUGSEM. Summer position codes will begin with SU (i.e., SUAUGSEM).

○ **Pay Rate**

As of July 1, 2021, the standard student pay rate increased to \$14.25/hour under the Minneapolis Minimum Wage Ordinance.

Time Entry

○ **Academic Year Position Codes for Time Entry:**

- After your new hire process is complete, you'll be granted access to Time Entry. The link will be visible on the Inside Augsburg page on the left side. Click "Student Employment, Time Entry".
- Please see the [Time Entry User Guide for Student Employees](#), where you'll enter your hours every day that you work.
- If you have more than one student job on campus, please be sure to use the correct position code for recording your working hours.
- Academic Year position codes are specific to the position, and will begin with "AY".
 - Examples: AYGROUND (Groundskeeping), AYAUGSEM (Fall AugSem), AYSMASST (Sports Medicine Assistant)

- Click **"Browse"** in the **Position Search**: Please use the "Browse" button in the Position Search of Time Entry to find your position code:

TIME

Time > Timesheets > All Timesheets

← Timesheet Edit

MA () | September 19, 2021 - October 02, 2021 | Open

Time Entry Exceptions Calc Detail Calc Summary Summary By Day

0.00 hrs 0.00 hrs
Calc. Total

Date	From	To	Raw Total	Calc. Total	In Date	Time Off	Position	Notes
SUN Sep 19			0.00 hrs	0.00 hrs				
MON Sep 20			0.00 hrs	0.00 hrs				
TUE Sep 21			0.00 hrs	0.00 hrs				
WED Sep 22			0.00 hrs	0.00 hrs				
THU Sep 23			0.00 hrs	0.00 hrs				
FRI Sep 24			0.00 hrs	0.00 hrs				
SAT Sep 25			0.00 hrs	0.00 hrs				
SUN Sep 26			0.00 hrs	0.00 hrs				
MON Sep 27			0.00 hrs	0.00 hrs				
TUE Sep 28	From am	To am	0.00	0.00	TUE Sep 28			
WED Sep 29			0.00 hrs	0.00 hrs				

Browse...

- For example, circled below is the correct code in Time Entry for the Academic year for the **AYTUTCOO Student Tutoring Coordinator, Academic Advising**:

Browse and Select Cost Centers

List View

Page 1 1 - 1 Rows Saved: [System]

Cost Full Name	Cost Description
starts with	=
Academic and Student Affairs/15062/6867/1000/-/AYTUTCOO/Student Tutoring Coordinator, Academic Advising	

Select Position Code Title

CLOSE

- Enter time in and time out, and Click **"SAVE"** each day that you work.

Student employees should enter hours in the time entry system (KRONOS) on each day worked rather than recording time at the end of the pay period. Timesheets and forms not submitted by the deadline will be processed on the next pay period.

Record Your Work Time

- ✓ Student employees should record all time worked and time off taken in increments of 15 minutes.
- ✓ Please enter hours every day rather than recording time at the end of the pay period.

- ✓ Break and Work Hours
 - Student employees who work four (4) or more consecutive hours are entitled to a paid 15-minute break. The 15-minute break is intended for students to step away from their desk or workload so that they can get a break from what they are doing and/or to use the restroom.
 - Student employees who work six (6) consecutive hours, the time entry system automatically deducts a 30-minute **unpaid** meal break. If student employees who work more than six (6) hours **without a break**, please add another row for 30 minutes or add 30 minutes to the “Time to” to be paid in full amount. Since payroll is calculated based on calculated hours, not raw hours, please make sure to record calculated hours equal to the total working hours.

Student Sick Time

- Student employees who work at least 80 hours per year are covered by the Minneapolis/St. Paul Sick and Safe Time Ordinance. Student employees will accrue one (1) hour of paid sick time for every 30 hours worked, up to a maximum of 48 hours per year.

Submit timesheet for approval

- ✓ When you have entered all the hours, click the **SAVE** and **SUBMIT** for approval in the upper right corner. We encourage you to submit the timesheet on Friday of the pay period end unless you work on Saturday.
- ✓ If the timesheet needs correction, please request your supervisor to reject the timesheet. Rejected timesheet will be sent back to you for review and/or edit and needed to be resubmitted for supervisor’s approval.
- ✓ If you have any questions about payroll and time records, please email payroll@augsborg.edu.

Deadlines

- ✓ All time sheets must be approved by supervisor no later than 12:00 noon on the Monday after the payroll period ends. Students should submit time sheets for approval before the approval deadline (i.e., Friday or Saturday at end of pay period) to allow sufficient time for supervisors to review and approve time entries.

○ Student Employment Dates

Semester	Start Date	End Date:	Notes
Summer session 2021	5/2/2021	8/21/2021	<ul style="list-style-type: none"> • Summer position codes begin with SU. (i.e., SUAUGSEM). • FICA taxes are withheld during summer (Social Security and Medicare) • Students can work up to 40 hours per week. Overtime is only allowed if pre-approved by division manager.
Academic Year 2021-22	8/22/2021	05/04/2022	<ul style="list-style-type: none"> • Academic Year position codes begin with AY. (i.e., AYAUGSEM). • May hold multiple student jobs, but cannot exceed a total of 20 hours of work in a week. • Students are exempt from FICA tax withholding (Social Security and Medicare)

○ Payroll Schedule – Fall 2021

Pay Period	Timesheet Begin and End Date	Change payroll forms (tax, direct deposit) Deadline: Fridays at noon	Supervisor must approve timesheets before Mondays at noon:	Pay Date
202117	8/8/21 – 8/21/21	8/20/21	8/23/21	8/27/21
202118	8/22/21 – 9/4/21	9/3/21	9/6/21	9/10/21
202119	9/5/21 – 9/18/21	9/17/21	9/20/21	9/24/21
202120	9/19/21 – 10/2/21	10/1/21	10/4/21	10/8/21
202121	10/3/21 – 10/16/21	10/15/21	10/18/21	10/22/21
202122	10/17/21 – 10/30/21	10/29/21	11/1/21	11/5/21
202123	10/31/21 – 11/13/21	11/12/21	11/15/21	11/19/21
202124	11/14/21 – 11/27/21	11/26/21	11/29/21	12/3/21
202125	11/28/21 – 12/11/21	12/10/21	12/13/21	12/17/21
202126	12/12/21 – 12/25/21	12/24/21	12/27/21	12/31/21

To make changes to your direct deposit or tax information, complete the forms: <https://sites.augsburg.edu/hr/forms/>

***Note:** If you have any questions about time entry, payroll and sick time, please email payroll@augsborg.edu.

If you have any questions about position, policies and general HR processes, please email studentemployment@augsborg.edu.