

Student Employment - Policies and Procedures FAQs

Policies and Procedures

Source: <https://www.oberlin.edu/human-resources/student-employment>

Employment:

Academics should take top priority while classes are in session and employment should not interfere with the student course schedule. Additionally, employment on campus is NOT guaranteed for any student. In order to be eligible for student employment, a person must be currently enrolled and fully matriculated at Oberlin College.

Students who withdraw or are withdrawn from their courses will lose any campus employment, effective upon their withdrawal date.

Labor Practices

It is the student's responsibility to properly record all worked hours via the College provided time record-keeping system. If a student fails to properly or accurately record time, they should reach out to their supervisor as soon as possible for assistance. Continued failure to properly record time may be subject to disciplinary action. The falsification of work records is considered a terminable offense and, depending on the gravity of the matter, may be subject to further action.

Student employees generally are not permitted to work more than 20-30 hours per week during the academic year. This is in large part due to the Affordable Care Act (ACA) tracking and reporting hours requirements for the IRS. Additionally, as a student, academics should be prioritized, and you are considered a student first.

Federal work-study award recipients who earn their maximum award amounts in the corresponding academic year will convert from federal work-study payment status to student wage to meet the federal guidelines.

FICA Exemptions

Per the IRS website, during the academic year when classes are in session, all student jobs are FICA exempt. FICA exemptions are also possible during the academic year when classes are in break (e.g., Winter Holiday break and Fall/Spring break), provided the student employee was eligible to work the last day of classes/exams preceding the break and will be eligible to take classes for the academic period following the break. Summer employment is NOT FICA exempt. Summer earnings will have Social Security and Medicare deducted from the gross pay.

FAQs:

- Can I work during finals?
 - Finals period falls in the time frame of both the semester long and year long work periods. This means you can work during finals period, but academics should always take priority. Communicate with your supervisor about this.
- How many hours can I work per week?
 - During the school year, student employees should work no more than 20-30 hours a week. For more details, see the subsection “labor practices” above.
- My class schedule changed and conflicts with my work schedule. What should I do?
 - Communicate with your supervisor. Academics always take priority.
- If I withdraw from Oberlin can I continue to work in my student employment position?
 - Unfortunately, student employee roles are exclusively reserved for active students. This means that once you withdraw, you will no longer be eligible for student employment positions.
- What should I do if I do not know who my supervisor is?
 - Although what supervisor means might depend on the job, the person who oversees monitoring your hours is listed on your Employee Dashboard under “Job Summary.” This is accessible via Overview. If you are still having difficulty identifying who your supervisor is, please [submit a ticket](#).

Summer Employment Guidelines

Source: <https://www.oberlin.edu/human-resources/student-employment>

- A student must have been enrolled in the prior term and must be enrolled in the upcoming Fall semester
- If a student has not previously been an employee at Oberlin College, they must complete all new hire documentation and MUST have access to TimeClock Plus before they are able to begin working
- During the summer months our office recommends students work up to 35 but no more than 40 hours per week; students may not work over 40 hours in any given week and may not work over 80 hours in any given pay period for all combined hours/jobs
- Students who are employed over the summer are subject to FICA taxes as there is no active enrollment for summer months at Oberlin College

- Students are paid only for hours worked and are not eligible for holiday pay
- [Work must be performed in the state of Ohio](#)
- F-1 International Student Considerations:
 - I-20 must be current and not expired
 - Must be enrolled, not graduated, in the upcoming Fall semester
 - Continue to be exempt from FICA withholdings
 - Must be on campus

FAQs:

- Can I keep my student job over the summer as a recent graduate?
 - Unfortunately, student jobs are only available for actively enrolled students of Oberlin College. Unless you are registered for classes at Oberlin in the fall, you are no longer eligible. However, it never hurts to check in with your supervisor about other employment opportunities. You can also find non-student employment opportunities at Oberlin on this [website](#).
- Why am I being taxed differently over the summer?
 - FICA exemptions do not always apply to summer jobs. Please check [here](#) to see what might be happening. If you are having trouble, [submit a ticket](#) to our Payroll Office for help.