

Student Employment Procedures- Academic Year 2024-2025

The student hiring process remains in-person. All students who will be working during the 2024-2025 Academic year will need to come to the Payroll Department, Kearney 217, with their completed Student Employment Form

The Student Employment Form is a one-page document where the student completes Section 1 and the supervisor completes Section 2. All student employees will be paid minimum wage, \$15.00/hour. (Effective 1/1/2025, minimum wage increases to \$15.50/hour.). Positions cannot begin until the first day of classes, Tuesday September 3, 2024.

A step-by-step guide, referenced forms and guides for Web Time Entry (User and Approver) can be found on the Payroll web page, <https://www.sjfc.edu/services/payroll/>. All questions regarding student employment and the hiring process should be directed to Erin at 385-8056 / ecconnor@sjfc.edu or Mary at 385-8057 / mpowley@sjfc.edu.

Student Employment Form (for new and returning student employees)

After Sections 1 and 2 are completed, the student employee must bring the form to the Payroll Department, Kearney 217. No student should begin